

<b>Job Title</b>	<i>Designated Safeguarding Lead (DSL) &amp; Family Liaison Officer</i>
<b>Responsible to</b>	<i>Headteacher</i>
<b>Responsible for</b>	<i>Safeguarding &amp; Families</i>

#### **JOB PURPOSE – DSL**

- The DSL will take lead responsibility for safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Some safeguarding activities may be delegated to deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

#### **KEY TASK AREAS & RESPONSIBILITIES**

##### **Managing referrals**

- Refer cases of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Refer cases to the Channel programme where there is a radicalization concern.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child.
- Refer cases where a crime may have been committed to the police.
- Keep detailed, accurate and secure written records of concerns and referrals.

##### **Working with staff and other agencies**

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part-time staff).
- Inform the Headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved e.g. LADO referrals.
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral.
- Act as a source of support, advice and expertise for staff.
- Understand the assessment process for providing early help and intervention.
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Attend and contribute to child protection case conferences effectively when required to do so.

##### **Training**



- Undergo training to develop and maintain the knowledge and skills required to carry out the role.
- Undergo Prevent training and be able to:
  - Support the school in meeting the requirements of the Prevent duty.
  - Provide advice and support to staff on protecting children from the risk of radicalisation.
- Undergo training on female genital mutilation (FGM) and be able to:
  - Provide advice and support to staff on protecting and identifying children at risk of FGM.
  - Report known cases of FGM to the police and help others to do so.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role.
- Obtain access to relevant resources.
- Deliver whole school CPD to all staff on all safeguarding matters.
- Play an active role in the induction of new staff to ensure all new starters are aware and confident on all safeguarding matters.

#### **Raise awareness**

- Ensure the school's child protection policies are known, understood and used appropriately.
- Ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community.
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.
- Ensure the school is aware of any national safeguarding changes and provide annual training on the Keeping Children Safe documentation.

#### **Other areas of responsibility**

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
- Undertake safer recruitment training and support the school to follow best practice.
- Provide safeguarding reports to the Head Teacher for governance.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- Contribute to Health & Safety in the school in accordance to the ISS.

#### **JOB PURPOSE – Family Liaison Officer**

- Provide support to parents, carers and families to drive up student engagement and improve all aspects of student welfare.
- Act as the designated teacher for all Looked After Children, attending ePEP, CIC and LAC review meetings, maintaining records in collaboration with the SENCo.
- Represent the school at professionals' meetings for all students allocated a Social Worker.
- Support the SENCo with incoming pupil transition programmes.

- Work closely with the Engagement & Inclusion Lead to develop and implement improvement plans, covering in their absence.
- To support the Engagement & Inclusion Lead to deliver CPI training across the school ensuring the school has a full complement of fully trained staff.
- To be responsible for the successful implementation of the Ask Accept Develop model across the school, liaising with all stakeholders to ensure AAD principals are adhered to.
- To be responsible for the successful implementation of Trauma Informed Practice champion, liaising with all stakeholders to ensure TIP principals are adhered to.
- Work alongside the Educational Visits Co-Ordinator to ensure robust risk assessments and appropriate safeguarding duties have been discharged.
- Keep abreast of legislative changes, national and local initiatives, and educational research and how they impact upon the school's policies and practice to ensure the school remains compliant and follows best practice.
- To undertake professional development activities to increase own effectiveness within the job role.

## **KEY TASK AREAS & RESPONSIBILITIES**

### ***Family Support***

- Provide advice and guidance to parents and carers where needed in relation to meeting the emotional needs of children; consistent discipline; healthy eating; attendance; sources of advice and guidance within the local community and via other agencies.
- To liaise with other agencies and professionals supporting families and assist with referrals as appropriate including external agencies such as Housing, NSPCC, Sure Start, Social Care, Early Intervention Teams, Passenger Transport, YOS and Police
- To work with SLT to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning.

### ***Communication***

- Establish and foster good relationships with parents and carers of children at the school and encourage good home to school communication.
- Liaise with teachers and encourage effective dialogue between parents, carers and teachers regarding their child's progress.

The DSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Successful leadership and management experience in a school or other relevant organisation	✓	
Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>• Building relationships with children and their parents, particularly the most vulnerable</li> <li>• Working and communicating effectively with relevant agencies</li> <li>• Implementing and encouraging good safeguarding practice throughout a large team of people</li> <li>• Demonstrable evidence of developing and implementing strategies to help children and their families</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> </ul>	✓	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Expert knowledge of legislation and guidance in safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	✓	
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	✓	
Awareness of local and national agencies that provide support for children and their families	✓	
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	✓	
Good IT skills, including previous use of EXCEL	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships with staff and other stakeholders	✓	
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
GCSE (or equivalent) in English and Maths	✓	
Degree (Social worker / Education)	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to ensuring the safety and welfare of children	✓	
Uphold and promote the ethos and values of the school	✓	
Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Maintain confidentiality at all times	✓	
Commitment to equality	✓	