



Tudor Grange Academies Trust

**Deputy Designated Safeguarding Lead**  
**Job Description**  
**Grade 6 Point 18**  
**37 hours / 41 weeks**

### Core Purpose

To support the Designated Safeguarding Lead in their responsibility for safeguarding, child welfare and protection (including online safety).

### Specific tasks

- Ensure safeguarding has a consistent and visible presence in the Academy.
- Act as a main point of contact for all staff, offering support, advice and expertise concerning all safeguarding matters.
- Support the Designated Safeguarding Lead with all tasks as directed by them.
- Stand in for the Designated Safeguarding Lead in their absence, or when otherwise necessary.
- Provide guidance to the Principal and Senior Leadership Team on the application of safeguarding policies and procedures.
- Ensure availability of at least one member of the safeguarding team, during term time school hours, for staff in the Academy to discuss any safeguarding concerns.
- Support the DSL to ensure adequate and appropriate cover arrangements for any out of hours activities
- Encourage a culture of listening to children and taking account of their wishes and feelings, amongst all staff, in any measures the school puts into place to protect them.
- Respond appropriately to all other incoming referrals and causes for concern and take appropriate action.
- Maintain oversight of MyConcern, including the review and categorisation of new concerns, tasking staff and updating chronologies, and filing concerns when resolved and appropriately documented.
- Liaise with all key staff (tutors, pastoral team, SENCO, Mental Health Leads, AWO, DT for LAC, School Nurse, IT technicians) on matters of safety, safeguarding and welfare (including online safety) as appropriate, so that a holistic assessment of need can be made and next steps informed by this.
- Be alert to the specific needs of children with identified vulnerabilities, including those with SEND and young carers.
- Understand the assessment process for providing early help and intervention and liaise and co-ordinate with external agencies to provide early help as soon as a problem emerges.
- Refer cases of suspected abuse to the Local Authority Children's Social Care as required, and support other staff who make a referral.
- Liaise with case managers and designated officers for child protection concerns at the Local Authority.
- Refer cases where a crime may have been committed to the Police.
- Ensure that all children are appointed an 'appropriate adult' in relevant circumstances, in accordance with PACE Code C 2019.

- Refer cases to the Channel programme where there is a radicalisation concern and support other staff who make a referral.
- Liaise with the Principal to inform them of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Maintain detailed safeguarding risk assessments for children who may require one, including those who may pose a risk to themselves or others, and those who may be at risk from others.
- Ensure that all safeguarding records are detailed, accurate and secure and that records of concerns and referrals and rationales for action taken/not taken are logged accordingly.
- Manage all referrals and causes for concern and escalate concerns as appropriate, if not satisfied with the outcome.
- Attend and contribute effectively to child protection conferences, core groups, child in need meetings and all other planning, review, and strategy meetings.
- Ensure that all agreed actions from meetings are carried out and monitored and that children who are victims of abuse are supported appropriately and sensitively.
- Promote supportive engagement with all parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Promote educational outcomes by knowing the welfare, safeguarding and child protection issues that children are experiencing or have experienced, and the impact this may be having upon their attendance, engagement, and achievement.
- Maintain a culture of high aspiration by supporting staff to provide additional academic support and reasonable adjustments to help children who have/have had a social worker, to ensure they reach their potential, in recognition of the lasting impact of this event upon outcomes.
- Understand the unique risks associated with online safety, have relevant knowledge and up to date capability required to keep children safe whilst online at school and recognise the additional risks that those with SEND face online (e.g. online bullying, grooming, radicalisation) and support SEND children to stay safe online.
- Develop and maintain positive working relationships with all members of safeguarding governance, Children's Social Care and other relevant external agencies to ensure effective joint working.
- Ensure safeguarding and child protection files are securely transferred to any new school or college within 5 days for in-year transfers or within the first 5 days of the start of a new term when a child leaves the Academy and consider if it would be appropriate to share any information with the new school or college in advance of the child leaving.
- Support training for all staff on how to identify signs of abuse and how to respond appropriately to disclosures, when to make a referral and how to report a concern using Academy procedures.
- Support with the induction of new staff members with regards to the Academy's procedures and Trust safeguarding policy and relevant Local Safeguarding Children Partnership procedures.
- Support the Academy with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation.
- Maintain links with the Local Children's Safeguarding Partnership to make sure staff are aware of training opportunities and the latest local policies and updates on safeguarding.
- Support compliance with all tasks outlined within the Trust Safeguarding Quality Assurance Calendar.
- Engage with the supervision policy to benefit practice and support wellbeing
- Support the development of safeguarding policies, procedures, and practices

#### **Qualification, knowledge, and skills**

- Safeguarding training to 'Designated Safeguarding Lead' level, updated at least every two years.
- Prevent trained.

- Act with integrity, always maintaining confidentiality.
- Ability to relate well to children of all ages, their families, and professionals alike.
- Work constructively and effectively as part of a team, both within the Academy and with external agencies, understanding school roles and responsibilities and your own position within these.
- Full working knowledge of relevant policies/codes of practice and key legislation that informs safeguarding practice in education.
- Understanding of the thresholds that exist within Children's Social Care.
- Understanding of the assessment process for providing early help and statutory intervention, including local criteria and local authority children's social care referral arrangements.
- Safeguarding knowledge and skills should be refreshed at regular intervals and at least annually.
- A working knowledge of how local authorities conduct all child protection/need based multi-agency meetings.
- Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this diligence.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR).
- To act as a gatekeeper for school safeguarding standards, which includes an ability to translate quality assurance feedback into practice and CPD for all.
- Excellent communication skills.
- Very good literacy skills.
- Competent use of IT.

**Line Manager:**

DSL/College Leader