



**Job Title:** DEPUTY DESIGNATED SAFEGUARDING LEAD

**Grade:** Grade 6

**Purpose of Job:**

Under the direction of Deputy Headteacher/Designated Safeguarding Lead (DSL). Take responsibility for safeguarding children and child protection ensuring that the school meets its statutory requirements as laid out in Keeping Children Safe in Education 2024.

To support the DSL to promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.

To be available for staff to discuss any safeguarding concerns.

Support the DSL to address all identified training needs relating to safeguarding

In agreement with the Headteacher, to deputise in the absence of the DSL.

Support the Headteacher and DSL in the implementation of safeguarding and child protection policies and procedures, ensuring all safeguarding and child protection issues concerning children and young people are responded to appropriately.

**To support the DSL by:**

- Undertaking early help assessments for identified pupils and their families, and acting as lead professional where appropriate.
- Taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so, and to contribute to the assessment of children.
- Liaising with a wide range of external agencies including police, health services, local authority on matters of safety and welfare (including online).
- Referring all cases of suspected abuse of any pupil at the school to the relevant Local Authority children's social care, ensuring that a response is received and recorded.
- Making referrals to the police where a crime may have been committed which involves a child.
- Maintaining accurate and organised records of all welfare and child protection concerns brought to the attention of the school by staff, members of the public or other professionals.
- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.
- Managing internal intervention referrals for children's support in school.
- Supporting child protection systems, and arrangements in place to enable the school to undertake their statutory responsibilities for safeguarding and promoting the welfare of children.
- Taking responsibility for safeguarding children and child protection ensuring that the school meets its statutory requirements as laid out in Keeping Children Safe in Education 2024.
- Being responsible for undertaking regular safeguarding and child protection training to keep up to date with new legislation and current events within safeguarding.
- Working proactively with families, pupils, staff and external agencies to provide early intervention to support all pupils to achieve the best outcomes.
- Liaising with pastoral staff in the school to ensure that children have a high level of support.
- Supporting Looked After Children (LAC) and post-LAC carrying out Personal Education Plan (PEP) reviews, sharing relevant information with professionals.
- Being available for children, families and staff to discuss any concerns.
- Identifying key areas of difficulty and obstacles to the effective safeguarding of children and recommend strategies for overcoming them.
- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty.
- Working closely with the Designated Safeguarding Lead to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.



- Ensuring the DSL and other relevant staff are briefed as necessary on safeguarding incidents and concerns.
- Ensuring child protection information is recorded confidentially and stored securely in line with statutory requirements and good practice. Understand the importance of information sharing information both internally and externally.
- To work alongside the DSL to provide high quality training for all staff.

### **To support pupil outcomes:**

- Maintain a culture of high aspirations for all pupils who are currently experiencing, or have previously experienced welfare, safeguarding and child protection issues.
- Be aware that all pupils have equal access to opportunities to learn and develop.
- Act as an initial point of contact on safeguarding queries and a source of advice to colleagues.
- Support students who are wishing to make a disclosure or contributing to an investigation process etc.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with young people at the school.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Liaise with feeder schools to obtain safeguarding information and files prior to students being admitted to Fulbrook and in-year admissions.
- Preparation of reports and documentation for all levels of safeguarding meetings.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

### **Availability**

During term time the designated safeguarding team should always be available during school hours for staff in the school to discuss any safeguarding concerns. Whilst generally speaking, the Deputy Designated Safeguarding Lead would be expected to be available in person, in exceptional circumstances availability via telephone or online conference call is required.

To be flexible with work hours, i.e. on occasions it may be necessary to stay after school hours if involved in a meeting or an incident involving a student.

### **Other Information:**

Kingsbridge Educational Trust and schools are committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.**



### Deputy Designated Safeguarding Lead Person Specification

		Essential	Desirable	A/C/I/R
<b>Qualifications</b>	Educated to GCSE level with English at grade A*-C or evidence of further study.	*		A/C
	A full Enhanced Disclosure with Child Barred List check from the Disclosure and Barring Service (DBS).	*		A/C
	Currently qualified/or working towards a Deputy Safeguarding Lead and holds an accredited safeguarding qualification.	*		A/C
	To have or be willing to obtain a first aid/mental health first aid qualification.	*		A/C
	Additional qualifications as evidence of supporting children and/ or their families with additional needs	*		A/C
	Maths GCSE at grade A*-C		*	A/C
<b>Experience</b>	To have experience of working in safeguarding.	*		A/I
	Experience of safeguarding and child protection procedures.	*		A/I
	Experience of working with external agencies in relation to safeguarding.	*		A/I
	To have experience of working with young people.	*		A/I
	Evidence of experience of working with children and families in difficulty and crisis.	*		A/I
	Experience of handling sensitive data and upholding the principles of confidentiality.	*		A/I
	Experience of using Attendance, Safeguarding and MIS systems within schools (e.g. MyConcern, CPOMS, Arbor SIMS)	*		A/I
	To have worked on cases managed at both Early Help level, Child In Need and Child Protection Level		*	A/I
<b>Knowledge/ Skills</b>	Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information.	*		A/I
	Experience of using problem solving skills to ensure the best outcomes for the child/family are achieved.	*		A/I
	Willingness to be flexible, punctual and reliable	*		A/I
	The ability to identify examples of poor practice and to raise concerns promptly and coherently through the DSL and Senior Leadership Team.	*		A/I
	Experience of creating and maintaining robust and GDPR compliant safeguarding records, manual and computerised.	*		A/I
	Ability to keep up to date with legislative, policy and guidance developments in safeguarding.	*		A/I
	Excellent ICT skills and the ability to write concise summary reports regarding safeguarding issues and associated interventions.	*		A/I

# Fulbrook

## Your School for Life



<b>Other</b>	Willing to participate fully in all relevant training, including training to support the post holder in their safeguarding responsibilities.	*		A/I/R
	Competent in the use of IT packages.	*		A/I/R
	To question and challenge, use professional curiosity and engage in regular supervision to improve practice.	*		A/I/R
	Well-developed interpersonal skills and the ability to develop and maintain good relationships with staff, parents and pupils.	*		A/I/R
	Able to plan and adapt to differing children's needs to social, emotional and mental health needs. Ability and commitment to work closely as part of a team	*		A/I/R
	Understanding of safeguarding children and the boundaries between adults and children in a school setting.	*		A/I
	Strong commitment to the importance of the school as part of the community.	*		A/I/R
	Ability to relate well to children, parents, teaching staff and other colleagues.	*		A/I/R
	Satisfactory Enhanced DBS Disclosure	*		C

**A** - Application form

**C** - Certificates

**I** - Interview

**R** - References