



Job Title:	Senior Deputy Designated Safeguarding Lead
Hours of work:	Full time, term time only plus 5 training days
Salary:	Scale 6, point 18
Actual salary:	£26843
Reporting to:	Designated Safeguard Lead

Main purpose

The Senior Deputy Designated Safeguarding Lead will assist the Designated Safeguarding Lead (DSL) in all matters of 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.

Duties and responsibilities - managing referrals

- Support the DSL by referring cases of suspected abuse to the Local Authority Children's Social Care department
- Support staff to make referrals to the Local Authority Children's Social Care department
- Support the DSL by referring cases to the Channel programme where there is a radicalisation concern
- Support staff to make referrals to the Channel programme
- Support the DSL by referring cases where a crime may have been committed, to the Police
- Keep detailed, accurate and secure written records of concerns and referrals
- Be the administrator for our monitoring platform MyConcern (logging of incident database)
- Liaise with the Police to obtain relevant information

Working with staff and other agencies

- Support the DSL by ensuring staff can access and understand the school's child protection and safeguarding policy and procedures
- Inform the DSL of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and Police investigations
- Support the DSL by liaising 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

- Support the DSL by liaising 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
- Support the DSL when required by attending and contributing to child protection or child in need case conferences effectively
- Liaise with PCSO's to provide support and education for students

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 or college in meeting the requirements of the Prevent duty
- Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo Operation Encompass training
- 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 to remain up to date with any developments relevant to the role
- Obtain access to relevant resources
- Undertake refresher DSL training every 2 years as currently required
- Be the administrator for the SSS online training resource and monitor completion of staff training
- Keep a detailed database on staff training
- Be responsible for making and confirming arrangements with trainers for delivery of training courses in-house as directed by the DSL
- Organise a training schedule for new staff and trainee teachers
- Arrange Child Protection and Safeguarding courses as directed for key members of staff
- Ensure renewal of the above courses are completed within relevant timescales

Raise awareness

- Support the DSL in ensuring the school's child protection policies are known, understood and used appropriately
- Support the DSL in ensuring the safeguarding policy is available and easily accessible to everyone in the school community
- 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, and the school puts measures in place to protect them
- Distribute information on safeguarding to staff
- Upkeep safeguard noticeboards for staff and students

Other areas of responsibility

- When children leave the school, work with the DSL to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- When children start school, work with the DSL to receive and file child protection files on MyConcern or paper files
- Alongside the DSL, monitor the Single Central Record and ensure it complies with all relevant legislation
- Assist the DSL in producing safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Keep an accurate and up to date database of information on students who fall into a vulnerable group
- Collate information on vulnerable students to share with other professionals at multi agency meetings
- Carry out home visits for vulnerable students if concerns are raised regarding safeguarding
- Carry out biweekly morning duty
- Attend DSL network meetings and cluster meetings in the DSL's absence

Notes:

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate. The post is subject to a 6 month probationary period.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed:.....

Date: