

Senior Safeguarding Officer & Deputy Designated Safeguarding Lead Job Description

Job Title: Senior Safeguarding Officer & Deputy Designated Safeguarding Lead

Responsible to: Designated Safeguarding Lead; Executive Headteacher

Hours: 37 hours per week, 40 weeks per year.

Main Purpose

The Senior Safeguarding Officer & Deputy Designated Safeguarding Lead (DDSL) will assist the Designated Safeguarding Lead

(DSL) in all matters of safeguarding and child protection across the school.

- They will be the main person responsible for the management of referred incidents to the school's safeguarding management information system.
- They may 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 may liaise with relevant agencies such as the local authority and police.

Duties and Responsibilities

Managing Referrals

- Expedite referrals of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Complete referrals to the Channel programme where there is an extremism or radicalisation concern.
- Report cases where a crime may have been committed to the police.
- Maintain detailed, accurate and secure records of concerns and referrals on CPOMS.
- Work together with partner agencies.
- Work with the DSL to ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff).
- Liaise with the DSL (and Executive Headteacher in their absence) regarding safeguarding issues.
- Support the DSL in liaising with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of the children's workforce is involved.
- Work in partnership with the DSL in 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.
- Actively engage with the assessment process for providing early help and intervention and support other staff in this area.
- Attend and contribute to child protection case conferences, core groups, child in need meetings and TAFs effectively, completing all relevant reports.

Training

- Undergo regular training on all safeguarding matters to develop and maintain the knowledge and skills required to carry out the role.
- Refresh knowledge and skills on a regular basis in order 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.
- Attend termly local authority safeguarding update meetings.

Raise Awareness

- Work in partnership with the DSL to ensure the school's child protection policies are known, understood and used appropriately.
- Work with the governing body to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Support the DSL in ensuring the safeguarding policy is available and easily accessible to everyone in the school community.
- Support the DSL in ensuring that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this.
- 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.

Other Areas of Responsibility

- When children leave the school, work with the school admin to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
- Receive incoming safeguarding files and ensure any paper reports are uploaded to CPOMS, filed and summarised if necessary.
- Take on the role of the school's Child Exploitation Champion and ensure training in this field is constantly updated.
- Complete all S17 and S47 enquiries from social care within the given time limits.
- Complete MARAC reports and attend MARAC conferences where necessary.
- Complete Private Fostering enquiries for Children's Social care.
- Attend Uttlesford Hub meetings and Child and Family meetings.
- Triage incoming safeguarding concerns on CPOMS and allocate to staff accordingly.
- Manage and be proactive in handling all cases open to Children's Social Care.
- Manage all Court Orders held by the school and ensure they are uploaded to CPOMS.
- Chair complex TAF meetings with parents and external agencies, support other staff in this process.
- Complete Elective Home Education reports as required by the Attendance Officer.
- Undertake home visits to vulnerable children as part of safeguarding and attendance intervention.
- Assist the DSL in delivering safeguarding training to all staff, including site team, cleaners, kitchen staff and invigilators.
- Undertake safer recruitment training and support the school to follow best practice.
- 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.
- The Deputy 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 Deputy DSL should 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 Deputy DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.