

Salary: TBC
Hours: Full time (36 hours per week). Term time only (+1 week in the Summer holidays)
Contract: Permanent

Role Profile

Purpose:

The DSL will take lead responsibility for safeguarding and child protection across the school (including online safety). 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, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. They will work closely with the SENDCO and Inclusion team to support the progress and attainment

Main Duties:

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 radicalisation concern
- 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

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with the local/school based mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced



- Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
The above includes:
- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Refresh knowledge and skills at regular intervals and at least annually

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 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

Managing the child protection files

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in year transfers):
- Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place

Raise awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Attendance:

- Oversee daily attendance
- Meet weekly with the Attendance Officer to analyse figures and plan necessary follow up actions as required
- Meet with parents who are causing a concern to offer support
- Liaise with LA Attendance Officer/Court Officer and attend meetings as required
- Liaise with school office team in regard to decisions concerning requests for absence/early collection
- Oversee Leave of Absence forms
- Implement strategies to improve Attendance/Punctuality
- Analyse whole school attendance and report to SLT and Directors on a regular basis

Welfare:

- Line manage the welfare team
- Manage welfare procedures and ensure effective communication with all staff to share policies and procedures
- Ensure correct record keeping/medication storage
- Speak/meet/liase with School Nurse/GPs/Hospitals/Parents

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
- Monitor the single central record and ensure it complies with all relevant legislation
- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times

Key Accountabilities

The postholder is line managed by the Headteacher

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person Specification

1. Educational Achievements, Qualifications and Training

Essential

- GCSE (or equivalent) in English and maths

Desirable

- Degree

2. Job related Knowledge/Aptitude/Skills

Essential

- Successful leadership and management experience in a school or other relevant organisation
- Experience of managing safeguarding in a school or other relevant organisation, including:
 - Building relationships with children and their parents, particularly the most vulnerable
 - Working and communicating effectively with relevant agencies
 - Implementing and encouraging good safeguarding practice throughout a large team of people
 - Demonstrable evidence of developing and implementing strategies to help children and their families
 - Experience of handling large amounts of sensitive data and upholding the principles of confidentiality

Desirable

- Knowledge of relevant up to date educational issues
- Knowledge of community languages within Harrow

3. Experience

Essential

- Expert knowledge of legislation and guidance on 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
- Excellent IT skills
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff and other stakeholders

Desirable

- Knowledge and experience of working with Harrow Local Authority LCSB

4. Personal Qualities

Essential

- Confidence, warmth, sensitivity, reliability, maturity, enthusiasm and positivity
- Good interpersonal skills
- A commitment to parental, community and Governing Body partnership
- 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
- Kind

5. Equal Opportunities

Essential

- An understanding of and willingness to comply with the council's Equal Opportunities Policy

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Last reviewed: October 2021

Headteacher signature: _____

Date: _____

Post holder's signature: _____

Date: _____