



Job Description

<u>POST TITLE :</u>	Designated Safeguarding Lead Professional
<u>GRADE :</u>	Leadership Scale 1 - 5
<u>REPORTING RELATIONSHIP:</u>	The Designated Safeguarding Lead Professional will be a member of the school leadership team, under the leadership and supervision of the Headteacher
<u>JOB PURPOSE :</u>	Under the direction of the Headteacher to ensure pupils and staff are safeguarded in line with current legislation and best practice

Key Responsibilities

1. To lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the Rydal Academy, ensuring compliance with statutory guidance and that the Safeguarding Policy is reviewed and approved annually by the Governing Body.
2. To undertake appropriate Child Protection Training and attend updates as required:
 - a. Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
 - b. Have a working knowledge of how the Local Authority conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
 - c. Ensure each member of staff has access to and understands the school's Safeguarding Policy and Procedures, especially new and part time staff.
3. To receive and coordinate referrals, arranging action and reviewing services for children and families.
4. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.

5. To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
6. To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
7. To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
8. To ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned by setting from planning and intervention meetings are successfully carried out and monitored.
9. To liaise with the Head Teacher to inform him of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
10. To act 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 relevant agencies.
11. To ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them.
12. To work closely with relevant professionals along with developing links with and utilising resources of the community as part of agreed plans for children.
13. To attend and participate in Child Protection Conferences and planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
14. To plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the school.
15. To be responsible for supporting young carers.
16. To maintain confidentiality at all times.
17. To contribute to service development, including responsibility of the delivery of new staff induction package and arrangements for all staff training.
18. To liaise and co-ordinate with colleagues within own setting and outside organisations regarding and to coordinate and monitor all referrals and recommendations within the setting.
19. Identify vulnerable children within the school and ensure that all staff are made aware of who these children are.
20. Support the welfare team in the facilitation of welfare checks and home visits.

21. To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
22. To complete relevant statutory returns, audits and requests for information in a timely and accurate manner.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

SWIFT ACADEMIES ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

**Designated Safeguarding Lead Professional
Person Specification**

Key

- A - Application Form including letter of application
- S - Selection process
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Records Check

	Application	Essential / Desirable	Stage Identified
	Qualifications and Education		
1.	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	E	A, C
2.	Good honours degree	D	A, C
	Statutory or role specific requirements		
3.	Current Designated Safeguarding Lead training certificate	E	A, C
4.	Advanced DSL level training certificate	D	A, C
	Experience		
5.	Experience of managing safeguarding in a school or other relevant organisation	E	A, S
6.	Demonstrable evidence of developing and implementing strategies to help children and their families	E	A, S
7.	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	E	A, S
8.	Experience of providing training, guidance and support to	E	A, S

	others		
9.	Able to establish good collaborative relationships and Networks	E	A, S, R
	Knowledge & Skills		
10.	Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	E	A, S
11.	Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E	A, S
12.	Awareness of local and national agencies that provide support for children and their families	E	A, S
13.	Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E	A, S
14.	Effective communication and interpersonal skills	E	A, S
	Personal Attributes		
15.	Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school	E	A, S, R
16.	Commitment to own professional development and willingness to undertake training	E	A, S, C
17.	Ability to reflect on and develop own practice	E	A, S, R
18.	Persistence and resilience	E	S, R
19.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
20.	Ability to build effective working relationships with staff, pupils and other stakeholders	E	S, R
21.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R

22.	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R
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Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.