



Stonehouse Park Federation Designated Safeguarding Lead Job Description



At Stonehouse Park Federation the Designated Safeguarding Lead (DSL) has a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.

The Designated Safeguarding Lead is supported by a Wellbeing and Inclusion Team (WAIT) made up of 3 Designated Safeguarding Leads and 2 Deputy DSLs working across the federation who also have the status and authority within the management structure to carry out the duties of the post taking on the responsibilities within this job description in the absence of the DSL. Individual cases are assigned to members of WAIT and Deputy DSLs are expected to lead the management of their cases.

Manage referrals

The designated safeguarding lead is expected to:

- facilitate access to early help for children and families who require it;
- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

Work with others

The designated safeguarding lead is expected to:

- lead the safeguarding team and monitor all safeguarding issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- respond to enquiries from the Multi Agency Service Hub (MASH).
- as required, liaise with the "case manager" (as per Keeping Children Safe in Education Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.
- ensure there is an appropriate response to concerns logged on the Child Protection Online Management System (CPOMS)

Training

The designated safeguarding lead should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, attending local authority safeguarding hub meetings, the early help network, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least termly, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to, and understands, the partnership's safeguarding policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals with CPOMS;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- understand the implications of peer on peer abuse and track and respond to behaviour incidents logged in CPOMS accordingly;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the school's safeguarding policies are known, understood and used appropriately;
- ensure the school's safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the safeguarding policy and policies relating to safeguarding are available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with Gloucestershire Safeguarding Children Board to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- ensure the governing body are aware of the safeguarding needs and duties through termly reporting.

Child protection Records

Where children leave the school ensure their safeguarding records are transferred to the new school as soon as possible. This should be transferred either through the Child Protection Online Management System (CPOMS) or by producing a PDF report and using the Egress email system.

When receiving children from another school or setting ensure all safeguarding records are passed on or a form is signed stating there are no known safeguarding concerns.

The DSL is responsible for monitoring the CPOMS incident logs for children and ensure appropriate actions are taken by a member of the safeguarding team.

Availability

During term time one of the team of safeguarding leads should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Availability may be requested during school holidays for child protection meetings. The DSL is expected to provide a personal contact number to the Multi Agency Safeguarding Hub (MASH).