

JOB DESCRIPTION | Designated Safeguarding Lead

Reports to:	Assistant Principal – Inclusion & Safeguarding
Hours of work:	37 hours per week

DAILY DUTIES

- Take lead responsibility for safeguarding and child protection at the academy.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff and newly qualified teachers with the aim to strengthen their safeguarding skills and experience.
- Identify pupils who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary to make a referral.
- Understand the assessment process for providing early help and intervention.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Encourage a culture of listening to pupils and taking into account their wishes and feelings.
- Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.
- Collaborate and effectively implement child protection plans.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Lead a team who will review and monitor any cause of concern relating to the welfare of pupils.
- Alongside the Safeguarding Office, act as the first point of contact for staff members to raise safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the academy complies with all relevant legislation.

MULTI-AGENCY WORK

- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Refer cases of suspected abuse to the LA and children's social care.
- Where radicalisation is a concern, refer cases to the Channel programme.
- Support staff members who make referrals to external agencies.
- Working alongside the HR Manager, notify the Disclosure and Barring Service (DBS) of staff who have been dismissed or have left due to posing risk or harm to a child.
- Liaise with the police as and when required.
- Liaise with the LA and follow up any referrals made, ensuring the academy aids the LA's work where necessary.

- Where necessary, securely transfer child protection files to other educational establishments, ensuring that confirmation of receipt is obtained.
- Contribute to inter-agency plans to provide additional support to pupils subject to child protection plans.
- Attend and contribute effectively to Child in Need meetings and child protection conferences, including those taking place out of normal working hours.
- Ensure that the actions resulting from meetings are carried out in a coordinated way.
- Work closely with the governing body to create effective safeguarding policies and protocols.

TRAINING

- Undertake appropriate training and updates on an annual basis.
- Attend comprehensive safeguarding and child protection training at least every two years.
- Ensure staff members have access to and understand the academy's Child Protection and Safeguarding Policy and procedures.
- Provide advice and support to staff members regarding child protection issues such as radicalisation.
- Keep staff members up to date with guidance regarding safeguarding, including the Prevent duty.
- Ensure staff members are aware of the training opportunities that are available to them.
- Conduct safeguarding training as part of all staff members' induction programme.

RAISING AWARENESS

- Act as a source of support, advice and expertise within the academy.
- Ensure the academy's safeguarding and child protection policies are available publicly.
- Review the academy's Child Protection and Safeguarding Policy on an annual basis and present it to the governing body for approval.
- Continuously keep the Principal informed of any safeguarding issues or ongoing enquiries.
- Ensure the governing body is kept up to date on a regular basis regarding all child protection issues and investigations.