

## Job Description

### Post: Designated Safeguarding Lead (DSL)

#### Purpose

To challenge educational and social disadvantage by working with the Principal to provide robust leadership of safeguarding and child protection in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

**Dixons Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The DSL is a member of the senior leadership team (may be the Principal) and works with the Principal to ensure this happens. The DSL also co-ordinates the work of the Deputy DSLs and / or academy nurse.**

##### Main duties and responsibilities

- Take lead responsibility for safeguarding and child protection, including on-line safety.
- Be responsible for all child protection matters arising at the academy and provide support to all other members of staff in relation to any safeguarding or child protection concerns that arise.
- Take the lead role in monitoring CPOMS and ensuring all matters are followed up appropriately.
- Undergo appropriate and regular training (at least annually) in order to fulfil duties.
- Maintain the status and authority within the academy to carry out the duties of the post, including committing resources, arranging training, and supporting and directing other staff to safeguard and promote the welfare of children.
- Be responsible for maintaining an overview of safeguarding within the academy to maintain open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in place.
- Understand the processes, procedures and responsibilities of other agencies, particularly children's social care.
- Along with the Deputy DSL/s and / or academy nurse (as appropriate), be responsible for receiving and reviewing CPOMS and child protection files from primary schools and other secondary schools.
- Be responsible for ensuring detailed, accurate, secure records of concerns, allegations and referrals for any child protection issues.
- Work with the Deputy DSL/s and / or the academy nurse (as appropriate) on referring cases of suspected child abuse, or risk of significant harm, to social services.
- Work with the Deputy DSL/s to ensure online safety is given absolute primacy within the pastoral and ICT curriculum as well as an on-going focus in assemblies and also for staff training.
- Work with the Deputy DSLs in referring any student deemed to be at risk of radicalisation to Channel.
- Work with the Principal on communicating with the authority Prevent Lead.
- Keep the Principal informed of all concerns and allegations relating to safeguarding and child protection and raise any concerns, or identify areas for improvement, at termly supervision meetings.
- Communicate any concerns about members of staff to the Principal for consideration of referral to the LADO.
- Liaise with the Principal in respect of police investigations or investigations under section 47 Children Act 1989 which involve the academy.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when to make a referral by liaising with the relevant agencies.
- Work with the Principal and Operations / Business Manager to ensure all aspects of safer recruitment practices are continually reviewed for best practice.
- Communicate regularly with the governor responsible for child protection and discuss any cases of concern; meet annually for a formal review of safeguarding and to identify improvement objectives.
- Attend local governing body meetings (at least on an annual basis) to update local governors on safeguarding and child protection; support the Principal in writing the briefing notes in advance of the meeting as well as providing the annual Section 175 self-review.

- Work with the Executive Director, Principal and cross-cutting team to ensure the Trust's child protection policy, and its implementation, is reviewed at least annually, taking into account available and up to date legislation, guidance and best practice; liaise with the Principal, local governors, staff and students to ensure the policy is applicable to and understood by all.

#### **Specialist knowledge**

- Keep up to date with the Department for Education's (DfE's) statutory guidance for schools and colleges: 'Keeping children safe in education'.
- Be familiar with the DfE's statutory guidance on inter-agency working to safeguard and promote the welfare of children: 'Working together to safeguard children'.
- Understand Ofsted's common inspection framework: 'Inspecting safeguarding in early years, education and skills settings'.
- Understand the statutory Prevent duty guidance for England and Wales.
- Be familiar with, and contribute where necessary to, the review of the following academy policies: child protection; professional conduct; care and control; managing allegations against staff; positive behaviour.
- Understand the authority's referral expectations.

#### **Training, induction and review**

- Liaise with the Principal, Deputy DSL/s and other senior leaders to ensure that all new staff and local governors receive appropriate induction in relation to the academy's child protection policy and practice.
- Arrange whole school staff training in child protection on a regular basis – at least every three years.
- Be responsible for providing staff and governors with regular updates on safeguarding and child protection, as appropriate.
- Liaise with the Deputy DSL and other senior leaders in overseeing training and information provided for staff, parents and students relating to online safety.
- Receive appropriate child protection training at least every two years.
- Maintain a working knowledge of how the local authority conducts 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.
- Be alert to the specific needs of children in need, those with Special Educational Needs or Disabilities and young carers.
- Remain up to date on best practice and changes to legislation and guidance, and to understand emerging areas of focus for child protection.
- Work with the Executive in leading an external annual safeguarding review.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***