

METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL	ALL SAINTS CATHOLIC HIGH SCHOOL
POST TITLE	DEPUTY DESIGNATED SAFEGUARDING LEAD (DDSL)
GRADE	K (SCP 29-31) 36 hours per week, 46 weeks per year Actual Salary £33,028 to £34,664
RESPONSIBLE TO	DESIGNATED SAFEGUARDING LEAD (DSL)

MAIN PURPOSE

To assist the DSL in all matters of safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems and processes in place). Providing advice and support to other staff on child welfare and child protection matters, taking part in strategy discussions and multi-agency meetings and contributing to the assessment of children. This post also includes the role of Anti-Bullying and Online Safety Coordinator.

MAIN DUTIES

Managing Referrals

- To support the DSL in referring cases of suspected abuse to the Local Authority Children's Social Care and support staff who make referrals to Local Authority Children's Social Care.
- To support the DSL in referring cases to the Channel programme where there is a radicalisation concern and support staff who make referrals to the Channel programme.
- To support the DSL in referring cases to the Disclosure and Barring Service as required, where a person is dismissed or left due to risk or harm to a child.
- Support the DSL in referring cases where a crime may have been committed to the Police.

Working with Others

- To support the DSL in ensuring that staff can access and understand the school's Safeguarding and Child Protection Policy and Procedures (especially new and part time staff).
- To act as a source of support, advice and expertise for all staff.
- Along with the DSL to act as a point of contact with the safeguarding partners.
- To support the DSL in liaising with the headteacher to inform him of issues - especially ongoing enquiries into whether a child is at risk of harm and Police investigations. This should include being aware of the requirement for children to have an Appropriate Adult.
- As required, to support the DSL to liaise with the "case manager" and the Local Authority's Designated Officer (LADO) for child protection concerns in cases which concern a staff member.
- To support the DSL in liaising with key staff on matters of safety and safeguarding (including online and digital safety) and with relevant agencies when deciding whether to make a referral, so that children's needs are considered holistically.
- To support the DSL in liaising with the Mental Health Support Team and CAMHS, where safeguarding concerns are linked to mental health.
- To promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- To work with the DSL and headteacher to promote educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.

- To 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
- To develop a working knowledge of how local authorities conduct an initial child protection Conference (ICPC) and a review child protection conference (RCPC) and be able to attend and contribute to these effectively when required to do so.
- To understand the importance of the role the Designated Safeguarding Lead has in providing information and support to Local Authority Children's Social Care in order to safeguard and promote the welfare of children.

Training

- To undergo training to develop and maintain the knowledge and skills required to carry out the role.
- To understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- To understand the importance of information sharing, both within the school and with the safeguarding partners, other agencies, organisations and practitioners.
- To understand and support the school with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.
- To understand female genital mutilation (FGM) and be able to provide advice and support to staff on protecting and identifying children at risk of FGM and report known cases of FGM to the Police, and help others to do so.
- To understand the unique risks associated with online safety and have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.
- To be able to recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from bullying, grooming and radicalisation and have the capability to them to stay safe online.
- To refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role.
- To obtain access to relevant resources.
- To undertake Refresher DSL training every 2 years as currently required.

Raise Awareness

- To support the DSL in ensuring that each member of staff has access to, and understands, the school's Safeguarding and Child Protection Policy and Procedures, especially new and part-time staff
- To support the DSL to work with the governors to ensure that the school's Safeguarding and Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- To support the DSL in ensuring the Safeguarding and Child Protection Policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- To link with Knowsley Safeguarding Children Partnership (KSCP) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- To be alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- To help promote educational outcomes by sharing information about welfare, safeguarding, and child protection issues that children who have/have had a social worker are experiencing with relevant staff.
- To encourage a culture of listening to children among all staff, taking into account their wishes and feelings, in any measures the school may put in place to protect them.

- To alert staff to the difficulties that children may have in approaching them about their circumstances and consider how to build trusted relationships which facilitate communication.

Other Areas of Responsibility

- To understand the importance of information sharing, both within the school and with other schools and colleges and with the safeguarding partners, other agencies, organisations and practitioners.
- To work with the DSL to securely transfer pupils' child protection files to their new school as soon as possible, separately from the main pupil file, when they leave the school.
- To undertake safer recruitment training and support the school to follow best practice.
- Alongside the DSL, to monitor the single central record (SCR) and ensure it complies with all relevant legislation.
- To assist the DSL in producing safeguarding reports for governors.
- To model best practice and uphold the principles of confidentiality and data protection at all times.
- To keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.
- To develop and deliver sessions to Years 7 and 8 about online safety, anti-bullying and equality.
- To actively engage with local and national events to promote positive online behaviour, e.g. Safer Internet Day and Anti-Bullying Week.
- Along with the DSL to deliver assemblies in relation to online safety, anti-bullying and equality.
- To produce resources about online safety, anti-bullying and equality for tutors to use during Registration.
- Where online safety, bullying or concerns about discrimination are raised, to liaise with relevant staff to ensure the issues and risks are addressed and education is provided to those involved.
- To ensure that online safety, anti-bullying and equality are promoted to parents/carers and the wider community through a variety of channels and approaches.

Support for the School

- To be aware of and comply with school policies and procedures reporting all concerns to an appropriate person.
- To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team, appreciating and supporting the role of other people in the team.
- To establish own best practice and use it to support others.
- To undertake performance management as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

Attributes	Competency
<p>Qualifications, Knowledge and Training</p>	<p>Essential</p> <ul style="list-style-type: none"> ● GCSE grade C/4 in English Language and Mathematics or equivalent Level 2 qualification in Literacy and Numeracy. ● Knowledge of child development. ● Knowledge of legislation and guidance on safeguarding and working with young people, including the responsibilities of schools and other agencies. ● Ability to identify signs and symptoms of abuse and neglect. ● Awareness of local and national agencies that provide support for children and their families ● Effective use of ICT. ● Ability to undertake further training and development as required. <p>Desirable</p> <ul style="list-style-type: none"> ● Level 3 qualification in Safeguarding. ● Knowledge of SEND and how to support children and families with additional needs. ● An understanding of the needs and difficulties that people with mental health problems face. ● Knowledge of behaviour management and de-escalation strategies. ● First aid knowledge/qualification.
<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Experience of dealing with safeguarding and child protection issues in an educational setting or other relevant organisation. ● Demonstrable evidence of developing and implementing strategies to help children and families. ● Experience of managing and contributing to inter-agency work. ● Experience of leading meetings. ● Experience of offering Early Help and early intervention to children and families. ● Experience of handling large amounts of sensitive data and upholding the principles of confidentiality. ● Ability to relate to others. ● Excellent communication skills, both verbal and written. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of working with vulnerable children.

	<ul style="list-style-type: none"> ● Experience of providing training, guidance and support to others. ● Experience of home visits and working with families in the community. ● Experience of using Arbor or other school management information systems (MIS). ● Previous care or medical experience.
<p>Personal Qualities and Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Passionate about the education and well-being of young people. ● A strong commitment to safeguarding and promoting the welfare of children and young people and to inclusion and equality. ● Ability to build positive relationships with pupils, parents/carers, colleagues and other professionals with the aim of ensuring the safety and welfare of children. ● Excellent problem-solving skills. ● High standard of record keeping and attention to detail, in order to produce reports, take minutes of meetings and document safeguarding and child protection concerns. ● Patience, enthusiasm and a caring nature. ● Flexibility, adaptability and the ability to remain calm under pressure. ● Strong organisational skills and the ability to prioritise tasks effectively. ● Ability to work effectively as part of a team and using your own initiative. ● Discretion and tact when dealing with sensitive issues. ● Ability to maintain confidentiality as required. <p>Desirable</p> <ul style="list-style-type: none"> ● Full driving licence and access to a car.