



Job Description: Deputy Designated Safeguarding Lead

Main purpose

The DDSL will take support the DSL in leading safeguarding and child protection across the college. They will support with strategy discussions and inter-agency meetings and contribute to the assessment of learners. The DDSL will deputise for the DSL when required.

They will advise and support other members of staff on welfare and child protection matters and liaise with relevant agencies such as the local authority and police.

The DSL may delegate safeguarding activities to the DDSL, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

Duties and responsibilities

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- In liaison with the DSL, Inform the Headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- In agreement with the DSL, liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- In agreement with the DSL, attend and contribute to child protection case conferences effectively when required to do so

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Complete, and renew as applicable, Safeguarding for Designated Practitioners (Level 3) with the local provider – KSCMP
- Support the DSL with the delivery of training to all staff, at a minimum of annually and more frequently when changes or significant items arise. Ensure that KCSIE updates and changes are shared with staff.
- Undergo Prevent training and be able to:
 - Support the college in meeting the requirements of the Prevent duty
 - Provide advice and support to staff on protecting learners from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identifying learners at risk of FGM
 - Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources

Raise awareness

- Ensure the college's safeguarding and child protection policy are known, understood and used appropriately
- Support the DSL to ensure the college safeguarding and child protection policy is reviewed annually (as a minimum), and the procedures and implementation are updated and reviewed regularly
- Ensure the policy is available and easily accessible to everyone in the school community
- Support the DSL with linking with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of learners in need, those with special educational needs and young carers
- Encourage a culture of listening to learners among all staff, ensuring that learner's feelings are heard where the school puts measures in place to protect them

Other areas of responsibility

- Attend weekly safeguarding meetings outside of college hours
- Model best practice and uphold the principles of confidentiality and data protection at all times

The DDSL will be required to safeguard and promote the welfare of learners and follow college policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DDSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification: Deputy Designated Safeguarding Lead

| Criteria | Qualities |
|------------------------------------|---|
| Qualifications and training | <ul style="list-style-type: none"> • Safeguarding Level 3 • A commitment to further professional development. |
| Experience | <ul style="list-style-type: none"> • Experience of safeguarding in a college or other relevant organisation, including: <ul style="list-style-type: none"> ○ Building relationships with learners and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies ○ Implementing and encouraging good safeguarding practice throughout a team • Demonstrable evidence of developing and implementing strategies to help learners and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality |
| Skills and knowledge | <ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of colleges and other agencies • Ability to work with a range of people with the aim of ensuring the safety and welfare of learners • Awareness of local and national agencies that provide support for learners and their families • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders |
| Personal qualities | <ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of learners • Uphold and promote the ethos and values of the college • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the college • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to equality |

Notes:

This job description may be amended at any time in consultation with the postholder.

Director / Line Manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____