

JOB DESCRIPTION	
JOB TITLE	Deputy Designated Safeguarding Lead (DDSL)
REPORTS TO	SLT and DSL
DATE	MARCH 2025

Overview and availability

- Assist the DSL with the responsibility for safeguarding and children protection (including online safety)
- In the absence of the DSL, lead responsibility for safeguarding and child protection (including online safety)
- Provide advice and support to other staff on child welfare, safeguarding and child protection matters
- Be available during term time for staff to discuss any safeguarding concerns.

Raising Awareness, training, knowledge, and skills

- Ensure all staff have access to, and understand, the school's child protection policy and procedures, especially new and part-time staff
- Undergo training which provides the knowledge and skills to carry out the role at least every two years. In addition, keep knowledge and skills refreshed at regular intervals
- Undertake Prevent awareness training and provide advice and support to staff on protecting children at risk of radicalisation
- Understand the assessment process for providing early help and statutory intervention, including local criteria and referral arrangements
- Know 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
- Understand the lasting impact that adversity and trauma can have and promote educational outcomes
- Be alert to specific needs of CIN students, those with SEND and those with relevant health conditions and/or young carers
- Understand the importance of information sharing, both within the school and with external agencies
- Understand the unique risks associated with online safety and be confident in keeping children safe online
- Encourage a whole-school culture of listening to children and taking account of their wishes and feelings.
- Consider the difficulties students might have in approaching staff and consider how to build trusted relationships
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2019 and the UK General Data Protection Regulation (UK GDPR)

Manage referrals

- As required, where a person is dismissed or has left the school due to risk/harm to a child, refer to the DBS
- Where a crime may have been committed, report to the Police, in line with NPCC 'When to call the police' guidance <https://www.npcc.police.uk/SysSiteAssets/media/downloads/publications/publications-log/2020/when-to-call-the-police--guidance-for-schools-and-colleges.pdf>

Working with others

- Act as a source of support, advice, and expertise for all staff and as a contact with and for the safeguarding partners
- Be aware of the requirement for children to have an Appropriate Adult when working with the police, in line with PACE Code C 2019 <https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019-accessible>
- In cases which concern a staff member and allegations of abuse relating to child protection, liaise with the 'case manager' and the local authority designated officer(s) (LADO)
- Liaise with staff¹ and relevant agencies on matters of safety, safeguarding, and welfare (including online

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and digital safety), and when deciding whether to make a referral so that children's needs are considered holistically

- Promote supportive engagement with parents and/or carers to promote the welfare of children, including where families may be facing challenging circumstances
- Ensure that the school knows who its cohort of children who have or have had a social worker are, understand their academic progress and attainment, and maintain a culture of high aspirations for them.

Information sharing and managing the child protection file

- Ensure child protection files are kept up to date, that information is kept confidential and stored securely
- That records include a clear and comprehensive summary of concerns, details of how they were followed up and resolved, and a note of any action taken, decisions reached and the outcome

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

¹ Especially teachers, pastoral support staff, school nurses, IT technicians, senior mental health leads, SENCOs, and senior mental health leads

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: