

Goldwyn School

Job Description: Designated Safeguarding Lead (DSL)

Responsible To: Principal

Purpose: A commitment to the school's vision of **Aspire Empower Achieve** your decision making and planning will be rooted in line with the school's vision and values (**Resilience Empathy Aim Commitment Heart**)

The Designated Safeguarding Lead (DSL) will take strategic and operational responsibility for safeguarding and child protection across all Goldwyn School sites (including Online Safety). This includes leading on policy development, staff training, and multi-agency collaboration to ensure the safety and wellbeing of all students. The DSL will work closely with the Principal, Senior Leadership Team, and a team of Deputy DSLs to embed a culture of safeguarding throughout the school

Key Duties and Responsibilities:

- To foster and maintain a safe environment for all students and staff, ensuring all stakeholders feel comfortable to raise any concerns.
- To ensure that all staff, students, and visitors are aware of our safeguarding protocols appropriate to their roles and understand how to report concerns.
- To lead the annual review and update of the School Safeguarding and Child Protection Policy (including online safety), aligning with KCS templates and Keeping Children Safe in Education (KCSIE)
- To maintain up-to-date Safeguarding displays and materials across all sites.
- To review and update the school's Safeguarding Action Plan annually ensuring alignment with legislative updates and best practice.
- To monitor filtering and online safety reports, identifying trends, and take appropriate action.
- To chair weekly safeguarding team meetings, manage follow-up actions, and share relevant updates.
- To provide leadership, guidance and supervision to Deputy DSLs, acting as their first point of contact for support.
- To establish a supervision framework to support the wellbeing and effectiveness of safeguarding leads.
- To oversee the safeguarding MIS system ('My Concern'), allocate tasks, track trends and ensure timely resolution to concerns.
- To liaise regularly with the Principal and SLT on safeguarding matters.
- To keep up to date with developments and legislative changes, ensuring school practices remain compliant.
- To raise awareness of child protection policies and responsibilities in line with KCSIE and Local Authority guidance.
- To deliver annual Safeguarding training to all staff and induction training for new staff.
- To provide safeguarding training and resources for parents and carers through accessible formats.
- To identify and coordinate CPD opportunities for staff in consultation with the Principal
- To provide termly supervision and crisis debriefs for Deputy DSLs as needed.
- In Partnership with HR, regularly audit the Single Central Record to ensure compliance.
- To build a network of links with Designated Safeguarding Leads within other SEMH Kent Schools/KsENT alongside other agencies such as: Local Authority Safeguarding Officers, Police, Social Services and Early Help
- To promote and participate in multi-agency working groups to support student and community wellbeing.

- To offer targeted support to families and students to enhance engagement with education
- To hold responsibility for, and annually review, a register of external providers, conducting annual safeguarding quality assurance visits.
- Conduct of welfare visits as required
- To keep accurate up-to-date safeguarding records and present data clearly for various stakeholders
- To contribute to school events and celebrations
- To undertake relevant training to maintain and enhance safeguarding knowledge and effectiveness.

General Responsibilities:

- To understand the link between attendance and safeguarding, working with the Assistant Principal for Behaviour, Safeguarding and Attendance, to reduce absence
- To maintain strict confidentiality in all matters related to the students, staff and school operations in line with GDPR.
- To promote and uphold the school's Equal Opportunity Policy and contribute to diversity and inclusion efforts.
- To support the overall aims of the school and collaborate effectively with staff.
- To attend of INSET, training and meetings as required, and participate in the school's performance management process

Safeguarding

- Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Health & Safety

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression.

Staff Development:

- To monitor and evaluate own performance in line with performance management procedures with line manager.
- To participate in peer support and appraisal processes
- To keep personal records of all staff development activities in which you are/have been involved.

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