

East Stour Primary School



Nurturing Hearts - Inspiring Minds

East Stour Primary School
Earlsworth Road
Willesborough
Ashford
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Head Teacher: Mrs S Sadler

Job Description

Department	Safeguarding
Job Title	Senior Designated Safeguarding Lead
Reports to:	SLT
Hours of Work	35 hours - 40 weeks per year
Pay grade & Scale	EKC 6.2

The designated safeguarding lead will be the first point of contact for staff members for all safeguarding concerns. They will be supported by and accountable to the Headteacher in leading and managing safeguarding and child protection practice at East Stour Primary School, and ensuring the safeguarding and welfare of all pupils in the school.

Key Duties

- To take lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.
- Ensure the school is carrying out its statutory responsibility and Keeping Children Safe in Education (2022) for safeguarding and promoting the welfare of pupils.
- Work with Class Teachers, Family Liaison Officers and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable including those with a formal plan (Child protection, CIN or are LAC).
- Report to the Headteacher on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school.
- Adhere to the school's safeguarding procedures and policies and actively promote CPOMS safeguarding system among staff.

Main Duties and Responsibilities

- Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- Line manage the FLO Team to proactively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.

- Support FLO Team when making referrals to local authority Front Door.
 - Appraise FLO Team and support with targets.
 - Support FLO Team with their caseload.
 - Investigate safeguarding concerns alongside the FLO Team.
 - Respond appropriately to disclosures and concerns which relate to the wellbeing of a pupil.
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- Attend and participate in Child Protection Conferences, CIN and other safeguarding meetings as required, as well as coordinating multi-agency meetings, acting as lead professional.
 - Work with the DSLs to address the universal, targeted and specialist training needs of the staff to ensure that the mandatory and responsive safeguarding training needs are addressed.
 - Ensure that safeguarding training for members of the team is up to date.
 - Being alert to the signs and symptoms of abuse.
 - Share and contribute professional views and guidance around pupil's emotional wellbeing.
 - Attend external safeguarding meetings where required.
 - To be available for staff to discuss any safeguarding concerns.
 - Liaise with school staff in initiating multi-agency referrals for pupils.
 - Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern.
 - Organise pupil referrals to outside agencies.
 - Manage the safeguarding system CPOMS (Child Protection Online Management System) as a black key holder.
 - Monitor the written records on CPOMs and advise staff on best practice.
 - Support staff with CPOMS and train when changes are made.
 - Manage CPOMS Staffsafe system.
 - Liaise with outside agencies.
 - Act as a source of support, advice and expertise for staff.
 - Provide practical and emotional support to staff exercising their safeguarding role.
 - Supervision for staff on a 1:1 basis and EYFS group supervision.
 - Staff wellbeing support.
 - Responsible for own training needs to ensure knowledge and skills are up to date.
 - Liaise with the local authority's designated officer (LADO) for child protection concerns in all cases where a member of school staff is involved when directed by SLT.
 - Obtain Safeguarding records for new pupils from previous school.
 - When a pupil leaves East Stour, securely transfer their child protection file to their new school, separately from the main pupil file.
 - Record data for annual safeguarding report.
 - Deliver safeguarding induction training to all new members of staff