DISCOVERY

Job Description

Job Title:	Deputy Designated Safeguarding Lead
Location:	**Sileby Redlands Community Primary School**
Grade:	**Lindsey Ketteringham – Family Support Worker**
Responsible To:	Designated Safeguarding Lead (Deputy Headteacher)
Key Relationships/ Liaison with:	Head of Safeguarding and Pupil-Wellbeing Other Deputy Safeguarding Leads
Job Purpose:	Take responsibility for safeguarding and child protection within the school and lead in one area of safeguarding, promoting and raising awareness of this area amongst staff, parents and children.

Discovery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Deputy DSLs must be trained to the same standard as the designated safeguarding lead. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, remains with the designated safeguarding lead, this lead responsibility should not be delegated.

MAIN DUTIES AND RESPONSIBILITIES:

- Along with the lead DSL's and other deputy DSL's take responsibility for safeguarding and child protection.
- They will be given the time, funding, training, resources, and support to provide advice and support to other staff on child welfare and child protection matters.
- To take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

MANAGE REFERRALS

The deputy designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required.
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Refer cases where a person is dismissed or has left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as required.

WORKING WITH OTHERS

The designated safeguarding lead is expected to:

- Act as a source of support, advice, and expertise for staff.
- Act as a point of contact with the safeguarding partners.
- Liaise with the Designated Safeguarding Lead to inform them of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaise with all staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

- Work with the Designated Safeguarding Lead 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. This includes:
- Ensuring that the relevant staff know which children have or have had a social worker, understand their academic progress and attainment, and maintain a culture of high aspirations for this cohort.
- Support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.

INFORMATION SHARING AND MANAGING THE CHILD PROTECTION FILE

The Deputy Designated Safeguarding Lead is expected to:

- Ensure that child protection files are kept up to date (information should be kept confidential and stored securely).
- Keep detailed, accurate, secure written records of concerns and referrals on CPOMS.
- Where children leave the school or college (including in year transfers) ensure the child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

RAISE AWARENESS

The Deputy Designated Safeguarding Lead is expected to:

- Ensure that all staff have access to, understand and use appropriately the school's child protection policies.
- Ensure the school's Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Advisory Board regarding this.
- Ensure the Child Protection Policy is available publicly and parents know referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local safeguarding partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

TRAINING, KNOWLEDGE AND SKILLS

The Designated Safeguarding Lead will:

- Undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years and certificates given to the school as evidence.
- Undertake Prevent awareness training.
- Keep their knowledge and skills up to date (through bulletins, attendance at Discovery DSL network meetings, keep informed about national and local safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role.
- 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.
- 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.
- Have a working knowledge of how the local authority conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.

- Understand and support the school with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation.
- Understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.
- Recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

AVAILABILITY

- During term time the Deputy Designated Safeguarding Lead will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst the Designated Safeguarding Lead (or deputy) would be expected to be available in person. In exceptional circumstances availability via phone and/or TEAMs or other such mediums is acceptable.
- For any out of hours/out of term activities the Deputy Designated Safeguarding Lead will be part of a rota to ensure that adequate and appropriate cover arrangements can be made.

Depending upon Deputy Designated Safeguarding Lead area of expertise, they may be a Deputy Designated Safeguarding Lead for a specific area.

Lindsey Ketteringham is the Deputy Designated Safeguarding Lead for Attendance.

Deputy DSL for Attendance

Deputy DSL for Attendance will:

- Be responsible for supporting, monitoring attendance of vulnerable pupils throughout the school.
- Work with education welfare officers, court officers, Inclusion Team and Child Missing Education Team to tackle persistent absence.
- Make reasonable enquiries to establish the whereabouts of the child jointly with the local authority.
- Notify the LA of children who go missing from school, particularly on repeat occasions.
- Ensure, where reasonably practicable, for every pupil, the school will hold an emergency contact number for more than one person.
- Use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.
- Inform the local authority when removing a child from the school roll at standard and non-standard transition points.
- Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, a meeting will be coordinated with parents/carers and other professionals.
- Act as a contact to parents in relation to attendance and truancy.
- Where appropriate visit the homes of parents and pupils to encourage attendance.
- Work with attendance officers, teachers, senior leaders and parents/carers to investigate the reasons behind unexplained pupil absences.
- Compile reports on pupil attendance and feedback to Senior Leaders, DSL's and the Trust.
- Persistently challenge low pupil attendance within school and individual classes.

- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school.
- Review specific intervention and support around individual pupils and groups, with various levels of need, liaising with all who are or could be in contact with pupils.
- Ensure that pupil attendance information is logged on CPOMS and is accurately maintained and regularly reviewed.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

The post holder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

This post is subject to a check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time in line with Keeping Children Safe in Education without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



Signature: _____

Name: _Lindsey Ketteringham_____

Date: 30.9.26