



Glascote Academy



Role of DSL

Adoption Date: See Policy File

Review:

Role of the Designated Safeguarding Lead

Policy and procedure:

- Act as a champion of the school's safeguarding policy and procedures by ensuring all staff have access to and understand them.
- Induct new members of staff with regard to the school and Staffordshire safeguarding policies and procedures
- Ensure the school safeguarding policy is updated and reviewed annually
- Ensure parents see copies of the safeguarding policy to avoid potential conflict later
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Code of Conduct

Reporting concerns:

- Recognise how to identify signs of abuse and when to make a referral
- Respond appropriately to disclosures or concerns relating to the well-being of a child
 - Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Liaise with the Head Teacher to inform them of any issues and ongoing investigations
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely.
- When pupils move school, ensure their safeguarding file is sent to the new establishment immediately and securely

Multi Agency working:

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings; including those taking place out of normal working hours.
- Liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework; acting as Lead Professional as appropriate
- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated

Training:

- Ensure all staff have safeguarding induction and frequent updates so that they are able to recognise and report any concerns immediately
- Attend relevant training on an annual basis to reinforce and enhance Safeguarding knowledge and practice

- Represent the school at Designated Leads meetings and disseminate the information to colleagues

Knowledge and skills:

- Act as a source of support, advice and expertise within the school
- Have a working knowledge of how the Cheshire East Local Safeguarding Children Board operates
- Ensure that staff members are following up to date procedures in line with National and Local expectations
- Act with integrity; maintaining confidentiality at all times

Job Specification

Experience	
1	Demonstrable experience of working effectively with vulnerable children/ young people in education
2	Experience of managing child protection cases and investigations
3	Extensive experience of working effectively with the parents /carers of children / young people
4	Experience of working effectively with a range of professionals to promote children's/young people's learning and welfare
5	Experience of working with a range of agencies to support children/young people
Skills and Abilities	
6	Ability to write SMART action plans for pupils, maintain accurate records and write other short reports as required
7	Ability to work on one's own initiative, balance competing priorities and organise a work schedule
8	Ability to motivate children/young people by establishing empathetic and supportive working relationships
9	Ability to work as part of a team to reach agreed targets and outcomes for children/young people
10	The ability to use word processing packages and the internet
11	Experience of working with children including work within Safeguarding, CAF and Multi Agency liaison for at least three years
Equity Issues	
12	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities
13	Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality
14	Knowledge of the responsibilities of agencies towards vulnerable children such as Child Protection Procedures and intervention work
15	Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils and families
16	Knowledge of the "Levels of intervention" framework
17	Ability to summarise clearly and concisely and articulate concepts and proposals
18	Ability to produce concise and complex reports
Education and Training	
19	Suitable qualifications at degree level and a willingness to undertake further training
20	Evidence of relevant training including CAF and safeguarding training
Other Requirements	
21	Ability to travel to meet work commitments
22	Ability to work flexibly and attend evening and early morning
23	Self-motivated and able to prioritise a demanding workload
24	To be professionally assertive and clear thinking, able to negotiate
25	To be able to operate as part of a team
26	A full valid driving licence and the use of a car