



St George's Catholic School Job Description – Designated Safeguarding Lead

Employee:	Alison McNamara
Job Title:	Designated Safeguarding Lead
Reports To:	Head Teacher

Main Responsibilities and Duties:

General Duties

- Take lead responsibility for safeguarding and child protection at the school.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff and NQTs with the aim to strengthen their safeguarding skills and experience.
- Identify pupils who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary to make a referral.
- Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Encourage a culture of listening to pupils and taking into account their wishes and feelings.
- Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.
- Collaborate and effectively implement child protection plans.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Lead a team who will review and monitoring any cause of concern relating to the welfare of pupils.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the school and complies with all relevant legislation.

Multi-Agency Work

- Have a working knowledge of local plans for the transition to the new multi-agency arrangements led by the three safeguarding partners (the LA and a clinical commissioning group and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.

- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Refer cases of suspected abuse to the LA and children's social care services (CSCS), and to the police where appropriate.
- Where radicalisation is a concern, refer cases to the Channel programme.
- Support staff members who make referrals to external agencies.
- Notify the DBS of staff who have been dismissed or have left due to posing risk or harm to a child.
- Liaise with the LA and follow up any referrals made, ensuring the school and nursery aids the LA's work where necessary.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Contribute to inter-agency plans to provide additional support to pupils subject to child protection plans.
- Attend and contribute effectively to 'Child in Need' meetings and child protection conferences, including those taking place out of normal working hours.
- Ensure that the actions resulting from meetings are carried out in a coordinated way.
- Work closely with the governing board to create effective safeguarding policies and protocols.
- Maintain up-to-date contact details of previously-LACs' LA personal advisors, liaising with them as appropriate.
- Be aware of the contact details and referral routes of the Local Housing Authority, raising concerns with them or CSCS where a child is being harmed, is at risk of harm or the homelessness may not be family-based.

Training

- Undertake appropriate training and updates on an annual basis; this should include the additional risks that pupils with SEND face online, and the associated support measures.
- Attend comprehensive safeguarding and child protection training at least every two years.
- Ensure staff members have access to and understand the school and nursery's Child Protection and Safeguarding Policy and procedures.
- Provide advice and support to staff members regarding child protection issues such as radicalisation.
- Keep staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.
- Ensure staff members are aware of the training opportunities that are available to them.
- As part of all staff members' inductions, conduct safeguarding training that includes the following systems:
 - The Child Protection Policy
 - The Behavioural Policy
 - The Staff Code of Conduct
 - The Children Missing Education Policy
 - Details about their role, including theirs, and any deputy DSLs', identities and contact details
- Provide safeguarding and child protection guidance to deputy DSLs, where appropriate.

Raising Awareness

- Act as the primary source of safeguarding-related support, advice and expertise within the school, including where staff have concerns about FGM.

- Ensure the school's safeguarding and child protection policies are available publicly.
- Review the school and nursery's Child Protection and Safeguarding Policy on an annual basis and present it to the governing board for approval.
- Continuously keep the head teacher informed of any safeguarding issues or ongoing enquiries.
- Ensure the governing board is kept up-to-date on a regular basis regarding all child protection issues and investigations.
- Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.
- Represent the school and nursery at external DSL team meetings and circulate the information to staff members.
- Ensure staff members receive frequent updates and are able to identify any safeguarding concerns.
- Encourage staff members to challenge behaviour that breaches the Staff Code of Conduct.
- Provide written reports to the governing board and head teacher in a timely manner.
- Collaborate with the PSHE coordinator to ensure that relevant safeguarding issues are covered within PSHE lessons.

This job description is used as a guideline to assist you in your duties. It is not an exhaustive list and we would be pleased to discuss any constructive comments you may have. The evolving nature and changing demands of a nursery means that this job may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the nursery.

The school are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure.

Safeguarding is everybody's responsibility.

Agreed:

that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: