

Designated Safeguarding Lead

Department:	Children, Young Person and Education	
Section:	<Enter school>	
Reports to:	Headteacher / Deputy Headteacher	
JE Ref:	CYP1120	
Grade:	CS09	JE Date: 22/02/2023

Job purpose

Haute Vallee School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Designated Safeguarding Lead (DSL) will take lead responsibility for all child protection/safeguarding matters arising in school and will support all other members of staff in relation to any safeguarding or child protection issues. This includes providing advice, guidance and training for all staff.

Job specific outcomes

- 1) The post holder has delegated authority within the School; committing resources, arranging training, supporting and directing other staff to safeguard and promote the welfare of children.
- 2) Responsibility for maintaining an overview of safeguarding within the school, to maintain open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in place.
- 3) Responsible for receiving and reviewing child protection files from the schools of all students transferring to their school and liaising with the DSL/Deputy Head/Headteachers from those schools, when appropriate, to ensure a smooth transition and continuity of care.
- 4) Liaising with the Child Looked After Co-Ordinator to ensure excellent communication when a young person is placed in care.
- 5) Communicate regularly with the School Governor responsible for Child Protection and will discuss (anonymously) any cases/themes of concern. They will meet annually for a formal review of Safeguarding.
- 6) Attend Senior Leadership meetings, half-termly, to discuss Safeguarding practice in the school and also ensure that the Headteacher remains informed of all concerns and allegations relating to Safeguarding and Child Protection.
- 7) Take lead responsibility for making referrals to the Child and Family Hub and liaising with and making referrals to appropriate external agencies and refer all cases of suspected abuse or risk of significant harm promptly to the MASH

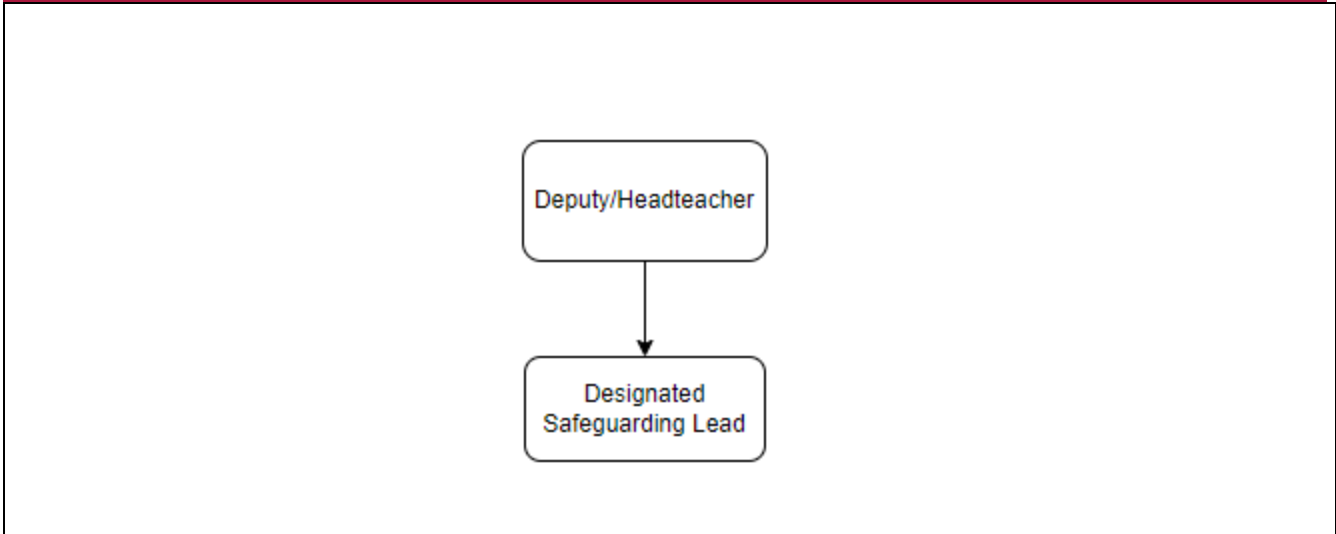
- (including making referrals which involve a member of staff).
- 8) Be responsible for liaising with the Headteacher in making prompt referrals to the police where a crime may have been committed which involves a child and any police investigations which involve the school
 - 9) Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when to make a referral by liaising with the relevant agencies
 - 10) Assist in ensuring that students who are victims of abuse or neglect, are supported appropriately and sensitively and to offer continuing support to those students on the Child Protection Register, in Need Plans and Early Help plans.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Degree or equivalent experience.</p> <p>City and Guilds Level Award from Education Training (formerly PTLLS)</p>	
Knowledge	Well-developed ICT skills to support all areas of record keeping.	
Technical / Work-based Skills	<p>Good organisational skills to deliver training for staff ensuring resources and appropriate training activities.</p> <p>A thorough and demonstrable knowledge of safeguarding and child protection legislation, policy/procedure and systems. This will include a detailed knowledge of local inter-agency child protection procedures and systems (i.e. DFE - Working Together to Safeguard Children and Young People (2015))</p>	

	<p>A track record of strong leadership with the ability to inform and lead on change within the organisation.</p> <p>Up to date knowledge and skills to put theory into practice in a classroom context.</p> <p>Ability to provide online training to all staff about Online Safety.</p> <p>Ability to assess emerging sensitive situations during the working day and plan/manage them accordingly.</p>	
<p>General Skills/Attributes</p>	<p>Plan time effectively and to meet deadlines.</p> <p>Ability to contribute to the design of up to date training materials</p> <p>Prioritise to meet the needs of the students.</p> <p>Be a team player and have experience of this attribute.</p>	
<p>Experience</p>	<p>5 years' experience of working in a school or similar environment</p> <p>Manage and deliver Early Help assessments and Interventions.</p>	

	Experience of managing staff	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 5 core accountabilities attributes and behaviour indicators.