



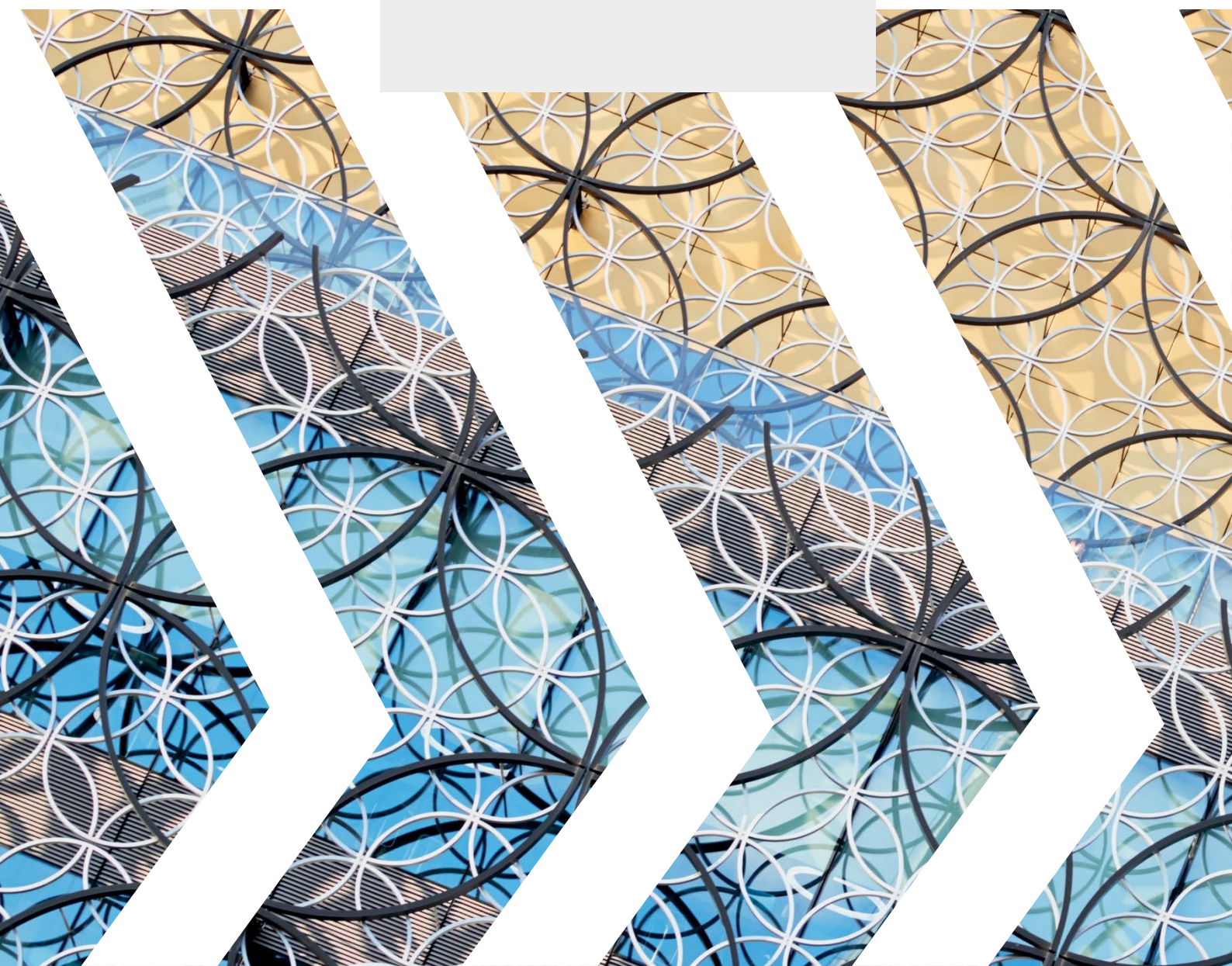
FAIRFAX

MULTI-ACADEMY TRUST



**Deputy Designated
Safeguarding Lead**

JOB DESCRIPTION



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Deputy Designated Safeguarding Lead (DDSL)

POST HOLDER

RESPONSIBLE TO

Designated Safeguarding Lead (DSL)

LINE MANAGEMENT OF

WORKING HOURS

37 hours

WORKING PATTERN

Monday to Thursday 08:00 until 16:00

Friday 08:00 until 16:00

Term Time plus 5 days

SALARY

HOLIDAY ENTITLEMENT

A paid entitlement of 25 days annual leave and eight statutory holidays (to be taken during school holiday periods)

JOB PURPOSE

The purpose of the role is to work as part of the safeguarding team to ensure that all students on roll in the Academy are safeguarded, that the Academy is statutorily compliant and that there is a strong culture of safeguarding within the school.

As Deputy Designated Safeguarding Lead (DDSL) you are expected to support the Designated Safeguarding Lead (DSL) and deputise in the absence of the DSL in the areas of policy, practice and procedures including reporting safeguarding concerns, multi-agency working, training and record keeping

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

Policy & Procedure

1. Contribute to the writing of the Academy's safeguarding policy and contribute to the policy review process.
2. Act as a champion for the safeguarding policy to ensure that it is understood by all and adhered to and that relevant procedures are followed by all.
3. Support the DSL to ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct).

Identifying & reporting Concerns

1. Recognise how to identify signs of abuse and when (and how) to make a referral.
2. Respond appropriately and promptly to disclosures or concerns relating to the well-being of a child to ensure that they are safeguarded.
3. Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
4. Liaise with the Head of Academy and DSL to inform them of any issues and ongoing investigations.
 - a. Understand and support Academy staff with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting
 - b. children from the risk of radicalisation. Refer cases to the Channel programme where there is a radicalisation concern, as required. •Refer cases to the police as and when necessary.
5. Support DSL with data collation and completion of annual and termly reports for Associates and Trust. Use this data, alongside other information and intelligence, to inform strategic planning.
6. Liaise with Attendance Officer and DSL/DDSL with regards to Children Missing Education, ensuring that referrals are made the appropriate bodies when concerns arise.
7. Review provision and practice in relation to changes in national and local contexts (eg. Covid-19) and respond appropriately in line with Government, Local Authority and MAT guidance and advice.
8. Please note; It is not the role of the Deputy DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school. This falls to the Head of Academy or to the Chair of Associates/CEO where the allegation is against the Head of Academy.

Multi Agency working

1. Attend and contribute effectively and professionally to multi-agency meetings, including: Child in Need meetings, Child Protection conferences, Early Help, and planning and review meetings.
2. Liaise with the Local Authority and follow up any referrals made.
3. Attend Child in Care and PEP meetings for LAC students.

Training and education

1. Ensure that own training is current, up to date and compliant.
2. Attend staff meetings/briefings/parent forums to reinforce and enhance safeguarding knowledge and practice.

3. Be pro-active in identifying training needs of staff and inform DSL or Head of Academy.
4. Keep up to date with safeguarding guidance and policies.
5. Contribute to safeguarding training for staff as appropriate. To include, My Concern, School Policy, KCSIE and Handsam (new staff, long term cover).
6. 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.
7. Have a strong working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively and professionally when required to do so.
8. Ensure each member of staff has access to, and understands, the Academy's child protection policy and procedures, including new and part-time staff. • Understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners. Take an active role in this.
9. Keep detailed, accurate and secure written records of concerns and referrals.
10. Understand the unique risks associated with online safety and ensure that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at the Academy.
11. Recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
12. Support with the organisation of intervention programmes designed to safeguard young people eg. knife arch and presentations / workshops.
13. Encourage a culture of "it could happen here" and listening to children and taking account of their wishes and feelings

Record Keeping

1. Understand the policy and procedures in relation to record keeping and ensure that they are followed.
2. Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are shared with the Head of Academy and DSL and are stored securely.
3. Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
 2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 3. Be aware of, support and ensure equal opportunities for all.
 4. Contribute to the overall ethos/work/aims of the school.
 5. Appreciate and support the role of other professionals.
 6. Attend and participate in relevant meetings as required.
 7. To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.
 8. Participate in training and other learning activities and performance development as required.
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I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

PERSON SPECIFICATION
Deputy Designated safeguarding Lead (DDSL)

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English, mathematics and ICT	✓	
Educated top level 3 with qualifications relevant to role		✓
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Detailed knowledge of the guidance for safer working Practices Codes of Conduct	✓	
Detailed knowledge of Prevent Duty and be able to recognise and protect children from the risk of radicalisation	✓	
Detailed knowledge of KCSIE procedures and how they should be applied in a school setting	✓	
Experience of managing challenging conversations with students around safeguarding and well-being matters	✓	
Experience of dealing effectively with challenging parents around safeguarding and well-being matters	✓	
An understanding of (or willingness to learn) how to operate the MyConcern management system	✓	
A working knowledge of Local Authority Procedures relating to child protection conferences and reviews	✓	
Experience of managing and improving attendance of the most vulnerable students		✓
A sound knowledge of online safety and the risks associated	✓	
Experience of attending meetings and liaising with professionals regarding Looked After Children		✓

Experience in a similar role (ideally in a school setting)		✓
Experience of Multi-agency working and an understanding of the role of agencies in keeping children safe	✓	
Personal qualities and attitudes	Essential	Desirable
Ability to identify work priorities and manage own work load	✓	
Good interpersonal skills and ability to relate well to all staff and students	✓	
Ability to maintain accurate work records and inventories	✓	
Ability to work on own initiatives to follow through set tasks from staff	✓	
Highly organised	✓	
The ability to prioritise own time, with an emotional resilience when under pressure to tight deadlines with a sense of balance and perspective	✓	
Highest levels of professional and personal integrity	✓	
Excellent attendance and punctuality	✓	
Willingness to undertake appropriate training and development with a positive attitude including a commitment to undertake the necessary training to fulfil the role	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Willing to lead appropriate training and development with a positive attitude in relevance to fulfil this role	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
A commitment to the ethos, vision and values of the Trust and the ability to promote these at the academy	✓	
Ability to travel to meetings if required and carry out home visits	✓	
Driving License		✓

ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.

DEDICATION.

AMBITION.

INTEGRITY.

TRADITION.