



Title of Post: Designated Safeguarding Lead

Responsible to: Headteacher

Salary: M1

Hours: 8.30am to 1pm 4 days a week and 1 day a week 8:30-3:30pm

Term Time plus 10 additional days

Key Purpose

To be the Designated Safeguarding Lead (including being a member of the Senior Leadership Team - SLT) and to take responsibility for all safeguarding and child protection matters arising at the school and to support all other staff in dealing with any child protection concerns that arise.

To be responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact;

To be available for staff to discuss any safeguarding concerns.

Main responsibilities:

Safeguarding Culture:

- To work with the Headteacher to foster a culture of inclusion and belonging with regard to safeguarding, where every child feels safe and members of staff fully understand their role in keeping children safe at the school.
 - To monitor, review and update as required the school's safeguarding curriculum, and ensure that all staff and pupils are kept up to date and informed about relevant contextual, local and national matters.
 - To be a part of the Senior Leadership Team and work collaboratively with them to ensure that there is clarity and purpose with regards to effective delivery of safeguarding procedures and protocols for DDSLs and the whole school community
-
- Provide direct, short-term safeguarding interventions with pupils as required (for example, safety planning, de-escalation, one-to-one welfare conversations), ensuring all actions are recorded on CPOMS and that any need for onward referral or specialist support is identified and acted upon promptly.
 - Offer family support and guidance where safeguarding or welfare concerns arise, including conducting home visits or multi-agency meetings, advising on access to services, and recording outcomes; escalate to children's social care or other agencies where statutory thresholds are met.

Record keeping

- To maintain up to date records of all referrals to CPOMS, following up and closing cases in good time



- To keep clear records of all CP, ICPC and CIN conference meetings, as well as other meetings with external agencies
- To ensure that safeguarding issues linked to Behaviour, Attendance and SEND are dealt with and recording appropriately
- Review safeguarding concerns, casework, attendance issues and welfare interventions, ensuring that appropriate actions are taken and recorded.
 - Monitor the quality and effectiveness of safeguarding practice, record keeping and referrals across the school, ensuring compliance with statutory guidance and school procedures.
 - Promote a consistent approach to safeguarding, attendance, SEN, behaviour and pupil welfare across the school, working closely with pastoral leaders, SEND staff and senior leaders to ensure effective information sharing and intervention.

Managing referrals

To take the lead responsibility for:

- Referring all cases of suspected abuse of any pupil at the school to children's social care

To lead and conduct Families First Assessments as and when needed

- Supporting staff who make referrals to local authority children's social care
- Referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff
- As required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member)
- Taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children
- Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern
- Making referrals to the police where a crime may have been committed which involves a child
- To liaise with the Head Teacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.

Raising awareness:

- Ensure that all staff receive the statutory Safeguarding training on a 3 yearly basis
- Ensure that safeguarding updates are shared with staff at the start of every term
- Ensure the School's child protection policy, and the implementation of it, is reviewed at least annually and is up to date and liaise with the Governors about this;
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the School's role in this;



- Maintain links with Children Services to ensure staff are aware of training opportunities and the local policies on safeguarding
- Where children leave the School ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.

Preventing radicalisation:

- In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance:
- Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:
- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty;
- Co-ordinating Prevent Duty procedures in the School;
- Undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of PREVENT training
- Assessing the training needs of the staff in relation to the PREVENT Duty and maintaining an ongoing programme on the PREVENT Duty for all staff including induction training for all new employees and keeping records of staff training.
- Liaising with the local PREVENT coordinators, the police, local authority and other relevant multi-agencies in relation to PREVENT.

Other Duties

- To undertake other office & administrative duties, as required
- Prepare and email the briefing notes
- To maintain up to date training records for staff with respect to all areas of safeguarding and child protection
- To provide training as required
- To meet and greet visitors, asking them to sign in and giving them a visitor lanyard and calling the staff member who the visitor is meeting.
- To ensure that confidentiality, in matters relating to the school, staff and students is maintained at all times.
- To promote a positive image of the school within the community.

NOTES

The duties and responsibilities set out above are subject to the general duties and responsibilities contained within the school's conditions of employment and policies and procedures.

This job description outlines the main duties and responsibilities of the post and is not intended to be an exhaustive list. It does not specify the precise allocation of time to be spent carrying out these duties. It will be reviewed periodically and may be amended from time to time,



following consultation with the post holder, to reflect the changing needs and priorities of the school.

The school reserves the right to make reasonable changes to the duties and responsibilities of the post, following consultation where appropriate, provided that such duties remain broadly commensurate with the grade and purpose of the role.

This job description does not form part of the employee's contractual terms and conditions. It is intended to provide a broad outline of the duties and responsibilities attached to the role and the standards of performance expected of the post holder.

Person specification — essential

- Substantial, recent experience of safeguarding case management within an education or multi-agency context and of contributing to or chairing multi-agency meetings.
- Successful completion of recognised DSL training (or willingness to complete immediately on appointment) and up-to-date Prevent/Channel training.
- Thorough knowledge of statutory guidance (Keeping Children Safe in Education), local safeguarding arrangements and referral pathways.
- Experience of leading safeguarding casework and multi-agency working, including chairing or contributing to strategy meetings and child protection conferences.
- Strong record-keeping, IT and case-management skills (familiarity with CPOMS or equivalent).
- Excellent interpersonal skills: able to support, challenge and work sensitively with pupils, families, staff and external agencies.
- Demonstrable ability to lead and maintain professional boundaries, confidentiality and calm decision-making under pressure.
- Commitment to inclusion, cultural competence and to meeting the needs of pupils with EAL, SEND and diverse backgrounds.

Person specification — desirable

- Significant, demonstrable social care experience working directly in children's social care, safeguarding teams, or an equivalent frontline social work role with responsibility for assessment, child protection planning and multi-agency coordination. This experience should include casework with children in need, child protection enquiries (Section 47 experience desirable), and direct liaison with schools.
- Experience working with children who are looked after (CLA), with SEMH needs, or pupils with high levels of need and multi-agency packages.
- Experience of training staff and governors in safeguarding matters.
- Knowledge of local authority processes in [insert local authority] and existing contacts with DSPL9 / MHST teams.
- Experience of safeguarding in a multi-school or federation context.



Training and development

- The school will provide time and funding for required DSL training and refresher courses (at least every two years for DSL training and at least annual refreshers), plus access to local multi-agency safeguarding training and networks. The role holder will be expected to attend relevant multi-agency meetings and local DSL networks.

Working arrangements

- This role is school-based, term-time plus 10 days. The post holder must be available within contracted hours to discuss safeguarding concerns with staff and arrange cover for out-of-hours activities as required. Reasonable additional hours may be required for meetings (e.g., strategy meetings, case conferences) that fall outside contracted hours; time off in lieu will be agreed with the Headteacher where appropriate.

Safeguarding statement

- Parkgate Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check, satisfactory references and other pre-employment checks in line with KCSIE and the school's safer recruitment procedures.

Equality statement

- Parkgate Junior School is an equal opportunities employer; we welcome applications from all suitably qualified persons regardless of background, ethnicity or disability. We particularly value candidates who demonstrate cultural competence and experience working with pupils from diverse, multilingual communities.