



**Wellspring Academy Trust**

**Phoenix Park and Sevenhills Academy**

**Job Description**

**Post Title: Deputy Designated Safeguarding Lead**

**Department: Pastoral**

**Reporting to: Executive Principal / Designated Safeguarding Lead**

**Salary within the range: SCP 20**

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**1. PURPOSE OF THE POST**

The Deputy DSL will provide support to the DSL for safeguarding and child protection and parental support across the schools. They will support the DSL in strategy discussions and inter-agency meetings, and contribute to the referrals and assessment of children.

They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to other on site deputies, although the deputy DSL will provide support to the DSL and will ensure safeguarding it is completed to the highest standard.

**Managing referrals:**

- Refer cases of suspected abuse to the local authority children's social care and police.
- Support staff who make referrals to local authority children's social care
- Refer cases where there is a radicalisation concern
- Support staff who make referrals
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals
- Check on a daily basis the electronic system for referrals.
- Inform other agencies, such as the local authority (LADO), children's/social services, police/PCSO and parents/foster carers to report concerns.
- Support the DSL with meetings, referrals and day to day safeguarding duties

**Working with staff and other agencies:**

- Provide support to ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the DSL / Headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer (LADO) for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support and advice for staff and parents

- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so.
- Support the DSL to train and offer CPD to staff on all safeguarding/child protection matters
- Keep up-to-date with changes in legislation and make other relevant staff aware.
- Provide parenting support and information for parents

### **Training:**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
- Support the school or college in meeting the requirements of the Prevent duty
- Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
- Provide advice and support to staff on protecting and identifying children at risk of FGM
- Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to and share relevant resources and research =
- Engage in regular trust wide training and CPD

### **Raise awareness**

#### **Support the DSL to:**

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the governing body to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them
- Complete quality assurance checks, audits and action plans and provide reports for LGB

- Provide training to members of staff at the academy.

#### **Other areas of responsibility:**

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Parental engagement and support
- Updating and maintaining information and communications including websites

The Deputy DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the deputy DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

#### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

#### **Method of Working**

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

#### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

#### **DBS Certificate**

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring team members are required to undertake a Disclosure and Barring Service (DBS) check.



## Person Specification

|                                    |  | Essential / Desirable | How Identified<br>(Application Form<br>Certificates/<br>Interview/Task) |
|------------------------------------|--|-----------------------|---|
| Section                            | Information  |                       |   |
| <b>Qualifications and training</b> |  |                       |   |
|                                    | GCSE (or equivalent) in English and maths  | E                     | A/C   |
|                                    | Training courses relevant to safeguarding and keeping children safe  | E                     | A/C   |
| <b>Relevant Experience</b>         |  |                       |   |
|                                    | Successful experience in an academy or other relevant organisation   | D                     | A/I   |
|                                    | Experience of supporting safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>• Building relationships with children and their parents, particularly the most vulnerable</li> <li>• Working and communicating effectively with relevant agencies</li> <li>• Supporting and encouraging good safeguarding practice throughout a large team of people</li> </ul> | E                     | A/I   |
|                                    | Demonstrable evidence of developing and implementing strategies to help children and their families  | E                     | A/I   |
|                                    | Experience of handling large amounts of sensitive data and upholding the principles of confidentiality   | E                     | A/I   |
| <b>Skills and Knowledge</b>        |  |                       |   |
|                                    | Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies   | E                     | A/C/I   |
|                                    | Ability to work with a range of people with the aim of ensuring the safety and welfare of children   | E                     | A/C/I   |
|                                    | Awareness of local and national agencies that provide support for children and their families  | D                     | A/I   |
|                                    | Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns   | E                     | A/I   |
|                                    | Good IT skills, including previous use of safeguarding logging software e.g. CPOMS.  | D                     | A/I   |



|                                |  |   |     |
|--------------------------------|--|---|-----|
|                                | Effective communication and interpersonal skills   | E | A/I |
|                                | Ability to communicate a vision and inspire others   | D | A/I |
|                                | Ability to build effective working relationships with staff and other stakeholders   | E | A/I |
| <b>Personal Qualities</b>      |  |   |     |
|                                | Commitment to ensuring the safety and welfare of children  | E | A/I |
|                                | Uphold and promote the ethos and values of Phoenix park and Sevenhills Academy   | E | A/I |
|                                | Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school  | E | A/I |
|                                | Ability to work under pressure and prioritise effectively  | D | A/I |
|                                | Maintain confidentiality at all times  | E | A/I |
|                                | Commitment to equality   | E | A/I |
| <b>Additional Requirements</b> |  |   |     |
|                                | <ul style="list-style-type: none"> <li>• Operate with the highest standards of personal/professional conduct and integrity</li> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.</li> <li>• Willing to undertake training and continuous professional development in connection with the post.</li> <li>• Work in accordance with the Trust's values and behaviours.</li> <li>• Able to undertake any travel in connection with the post.</li> <li>• Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude</li> <li>• Satisfactory DBS disclosure to work in an environment dealing with young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> <li>• A commitment to safeguarding and promoting welfare for all</li> </ul> | E | A/I |