



Diocese of Chelmsford Vine Schools Trust

Diocese of Chelmsford Vine Schools Trust Designated Safeguarding Lead Job Description

Post Title:	Designated Safeguarding Lead Deputy Designated Safeguarding Lead/s
The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
The duties outlined in this job description may be modified by the Trust Board, with your agreement, to reflect or anticipate changes in the job, commensurate with the consultancy rate and job title.	

Summary of the Role:	<ul style="list-style-type: none"> ○ To take lead responsibility for all safeguarding and child protection matters arising at the Academy and to support all other staff in dealing with any child protection concerns that arise; ○ To be given the time, funding, training, resources, status and authority within the Academy to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children; ○ Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; ○ To be available for staff to discuss any safeguarding concerns. ○ Provide training for all academy staff.
Main Duties and Responsibilities:	<p style="text-align: center;">Making Referrals</p> <ul style="list-style-type: none"> ○ To take lead responsibility for: <ul style="list-style-type: none"> ● referring all cases of suspected abuse of any pupil at the Academy to children's social care; ● 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 Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child; ● making referrals to the police where a crime may have been committed which involves a child ○ 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.

	<p style="text-align: center;">Raising Awareness</p> <ul style="list-style-type: none"> ○ Ensure the Academy's child protection policy, and the implementation of it, is reviewed at least annually and is up to date and liaise with the Local Governors about this policy. ○ Ensure the child protection policy is available publicly. ○ Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the Academy's role in this. ○ Maintain links with relevant Local Authority Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding. ○ Where children leave the Academy ensure their child protection file is transferred to the new setting in line with the Child Protection policy. ○ Ensure that there is a permanent and up-to-date safeguarding display, complete with resources for staff to access. ○ Enable all staff to keep safeguarding at the forefront of all that they do, by providing regular updates. ○ Share key outcomes, and implement relevant recommendations, of Serious Case Reviews with staff and with governors. <p style="text-align: center;">Preventing Radicalisation</p> <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ● 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 Academy; ● undergoing appropriate training on the Prevent Duty; ● undergoing appropriate training on the Channel programme; ● assessing the training needs of all Academy staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers; ● maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees and keeping records of staff training; ● monitoring the keeping, confidentiality and storage of records in relation to the Prevent Duty; ● liaising with local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty
Line Management	<ul style="list-style-type: none"> ○ The Designated Safeguarding Lead will have line management responsibility for the Deputy Designated Safeguarding Lead/s.
Training	<ul style="list-style-type: none"> ○ The DSL and Deputy DSL must receive appropriate child protection training every two years (and, at least termly, refresh their knowledge and skills through network meetings, email updates and documents on an ongoing basis) in order to:

	<ul style="list-style-type: none">• understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;• have a 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 when required to do so;• ensure every member of academy staff and volunteers has access to and understands the child protection policy and procedures;• provide training on an annual and as required basis for every member of academy staff and volunteers, keeping records, including attendance records• be alert to the specific needs of children in need, those with special educational needs and young carers;• to keep detailed, accurate, secure written records of concerns and referrals;• understand and support the academy with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation;• obtain access to resources and attend any relevant or refresher training courses;• encourage a culture of listening to children and taking account of their wishes and feelings, among all staff
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