

## Job Description

Position	Deputy Designated Safeguarding Officer
School Name	Designated Safeguarding Lead / Head of School
Salary Grade	NJC Grade 8

### General duties

- To support the DSL's responsibility for safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place.
- Contribute to creating a safe and welcoming learning environment.
- Be available during all school hours during term time for staff to discuss any safeguarding concerns. Generally, this should be in person; however, they may be available virtually in exceptional circumstances.
- Support the DSL in organising adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.
- Refer cases of suspected child protection issues to the appropriate investigating agency, e.g. children's social care services (CSCS), the police and Channel.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made.
- Support staff members, especially the DSL, who make referrals to external agencies.
- Support the DSL in notifying the DBS of staff who have been dismissed or have left due to posing risk or harm to a child.
- Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.
- Ensure the governing board is kept up-to-date on a regular basis regarding all child protection issues and investigations.
- Have a good knowledge of local inter-agency arrangements led by the three safeguarding partners (the LA, integrated care boards, and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.
- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- As required, work with the case manager and LA designated officer (LADO) for child protection concerns which involve a member of staff.

### Managing referrals

- Act as a point of contact for staff members raising safeguarding and child protection concerns.
- Identify pupils who may be at risk and use the correct referral protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.

### Working with others

- Act as a source of support, advice and expertise for all staff regarding child protection and safeguarding matters.
- Engage with children's social care and specialist services as required.
- Continuously keep the DSL and Head of School informed of any safeguarding issues or ongoing enquiries.
- Work with staff (particularly teachers, pastoral staff, the school nurse, IT technicians, the senior mental health lead and the SENCO) on safeguarding matters.
- Liaise with the senior mental health lead where safeguarding concerns are linked to mental health.

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| <ul style="list-style-type: none"> <li>Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.</li> <li>Work with the DSL, Head of School and other key members of staff, taking the lead responsibility for promoting educational outcomes by knowing the welfare and promoting the welfare of children, including where families may be facing challenging circumstances.</li> <li>Work with the DSL, Head of School and other key members of staff, taking the lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on these pupils.</li> <li>Encourage staff members to challenge behaviour that breaches the Staff Code of Conduct.</li> <li>Assist the DSL in providing written reports to the governing board and Head of School in a timely manner.</li> <li>Take part in strategy discussions and inter-agency meetings</li> </ul> | <ul style="list-style-type: none"> <li>Keep detailed, accurate and secure written records of concerns and referrals.</li> <li>Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.</li> <li>Understand the importance of information sharing with appropriate staff and external agencies.</li> <li>Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.</li> </ul> | <p>worker are experiencing with staff.</p> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Attend comprehensive safeguarding and child protection training at least every two years.</li> <li>Undertake Prevent awareness training.</li> <li>In addition to formal training, update knowledge and skills at regular intervals and at least annually.</li> <li>Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.</li> <li>Support the DSL in providing training and relevant safeguarding updates to staff and governors as required.</li> <li>Support the DSL in providing comprehensive induction training to new staff and early career teachers (ECTs) with the aim to strengthen their safeguarding skills and experience.</li> <li>Details about their role, identities and contact details</li> <li>Ensure staff members have access to and understand the school's Child Protection and Safeguarding Policy and procedures.</li> <li>Support the DSL in providing advice and support to staff members regarding child protection issues such as radicalisation</li> </ul> |
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### Information sharing

- Ensure child protection files are kept up-to-date.



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## Job Description

- Support the DSL in keeping staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.

### **Working with pupils**

- Encourage a culture of listening to pupils and taking account of their wishes and feelings throughout the school and its procedures.
- Understand the difficulties pupils may have in approaching staff about their circumstances and ensure trusted relationships are built.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Recognise potential barriers some pupils, e.g those with SEND, may face to disclosing abuse, or staff recognising that they are being abused, ensuring measures are in place to mitigate such issues.

## Person Specification

<b>Qualifications and General Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of undergoing sufficient safeguarding and child protection training.</li> <li>• Willing to undertake further training</li> <li>• Current first aid certificate</li> <li>• Willing to undertake further training</li> </ul>	Application Form References DBS procedures
<b>Skills &amp; Experience</b>	Experience of: <ul style="list-style-type: none"> <li>• Working effectively with vulnerable pupils.</li> <li>• Working effectively with parents to safeguard pupils.</li> <li>• Promoting pupils' learning and welfare.</li> <li>• Leading or effectively contributing to child protection cases.</li> <li>• Developing policies and protocols.</li> <li>• Managing child protection cases and investigations.</li> <li>• Liaising with a range of agencies and professionals to support pupils.</li> <li>• Inter-agency liaison for at least 1 year.</li> </ul>	Application Form References Interview
<b>Knowledge</b>	Ability to: <ul style="list-style-type: none"> <li>• Explain the principles involved in giving advice and guidance to pupils, including the stance on confidentiality.</li> <li>• Demonstrate how to write action plans for pupils, maintain accurate records and create complex reports.</li> <li>• Show how they would motivate pupils by establishing empathetic and supportive working relationships.</li> <li>• Work as part of a team as well as independently, using their initiative.</li> <li>• Demonstrate knowledge of the responsibilities of agencies towards vulnerable pupils</li> <li>• Explain the additional support which can be of assistance to vulnerable pupils and families of the responsibilities of agencies</li> </ul>	References Application form Interview
<b>Personal Traits</b>	The successful candidate will have: <ul style="list-style-type: none"> <li>• An enhanced DBS check with barred lists certificate.</li> <li>• A good attendance and punctuality record.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation.</li> <li>• High expectations of self and professional standards.</li> <li>• A commitment to CPD.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• A willingness to work outside of the timetabled day where necessary.</li> <li>• High levels of drive, energy and integrity.</li> </ul>	

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<b>Personal Traits Cont'd</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Confident in managing this case-sensitive role..</li> <li>• Able to promote good behaviour consistently.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Committed to protecting the welfare of young people.</li> <li>• Professionally assertive and clear thinking.</li> <li>• Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload.</li> </ul>	<p>Application Form References DBS procedures</p>
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**Safeguarding:** The Local Governing Body of St Osmund's CE Middle School are committed to safeguarding and promoting the wellbeing of children and young people and the Head of School must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. You will need to demonstrate knowledge and understanding of relevant guidance and legislation, and to display commitment to the protection and safeguarding of children and young people.

The successful candidate will be required to undergo an enhanced DBS check before securing their employment at St Osmund's CE Middle School.