



# JOB DESCRIPTION

<b>CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	<b>This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	
<b>POST TITLE</b>	<b>Designated Safeguarding Lead</b>
<b>ROLE PROFILE</b>	<b>LD4</b>
<b>TOOLKIT JOB REF NUMBER</b>	<b>ToolkitJD-7b</b>
<b>GRADE</b>	<b>6 (inclusive of JWCs)</b>
<b>RESPONSIBLE TO</b>	<b>Line Manager as defined in staffing structure</b>
<b>RESPONSIBLE FOR</b>	<b>As defined in staffing structure</b>
<b>PURPOSE OF JOB</b>	<b>UNDER AN AGREED SYSTEM OF SUPERVISION: TAKE A LEAD ROLE WITHIN THE SCHOOL TO ENSURE THE SAFEGUARDING OF CHILDREN AND SUPPORT FOR LOCAL FAMILIES IN ACCESSING SERVICES</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• <b>MEET HIGHER LEVEL TEACHING ASSISTANT STANDARDS OR EQUIVALENT QUALIFICATION OR EXPERIENCE</b></li> <li>• <b>EXPERIENCE OF SAFEGUARDING, BEHAVIOUR MANAGEMENT AND COUNSELLING SUPPORT</b></li> <li>• <b>EXCELLENT NUMERACY/LITERACY SKILLS EQUIVALENT TO NVQ LEVEL 2 IN ENGLISH AND MATHS</b></li> </ul>

## **JOB DESCRIPTION FOR POST OF:- Designated Safeguarding Lead**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **SAFEGUARDING CHILDREN**

1. To work with the Headteacher in ensuring effective procedures for safeguarding children are applied in school and carry out the role of the Designated Safeguarding Lead.
2. To act as a link between the school and the Family of Schools in ensuring a coherent approach to safeguarding issues
3. Make recommendations to the Headteacher in devising and managing school procedures and practice including monitoring and evaluation of implementation
4. Have responsibility for ensuring all staff in school are kept informed of how updates to practice and procedures and induction for new staff
5. Monitor and ensure all staff in school have appropriate recruitment checks and records are maintained in accordance with statutory and local procedures including checks on car insurance where appropriate
6. Attend core group meetings on behalf of the school and undertake case management under the supervision of the Headteacher
7. Develop and maintain relationships with external colleagues in MAST
8. Oversee the school attendance monitoring and follow up on issues with external agencies
9. Provide support to children including formal counselling support where appropriate
10. Work with staff and other agencies
11. Manage the Child Protection file
12. Providing support for staff
13. Understanding the views of children
14. Holding and sharing information

#### **WORKING WITH STAFF AND OTHER AGENCIES**

1. Act as a source of support, advice and expertise for all staff
2. Act as a point of contact with the safeguarding partners
3. Inform the head teacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult

4. Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
5. Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
6. To act as a senior mental health lead to support staff, children & their families. Trauma Informed training is desirable.
7. Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
8. **Provide support to** parents and carers including informal counselling support where required.
9. Oversee the school attendance monitoring and follow up on issues with external agencies
10. Develop & maintain relationships with external colleagues in MAST in relation to parental support

#### **MANGING CHILD PROTECTION FILE**

1. Ensure child protection files are kept up to date and have knowledge of CPOMs
2. Keep information confidential and store it securely
3. Make sure records include:
  - A clear and comprehensive summary of the concern
  - Details of how the concern was followed up and resolved
  - A note of any action taken, decisions reached and the outcome
4. Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
5. Where children leave the school (including in year transfers):
6. Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
7. Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place

## **RAISING AWARENESS**

1. Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
2. Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
3. Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
4. Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
5. Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

## **TRAINING**

1. Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C Undertake Prevent awareness training
3. Refresh knowledge and skills at regular intervals and at least annually

## **PROVIDING SUPPORT TO STAFF**

1. Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
2. Support staff during the referrals process
3. Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support
4. Have responsibility for ensuring all staff are kept informed of updates to practice and procedures and induction is completed for new staff
5. Undertake recruitment/induction/appraisal/training/mentoring for appropriate staff in school

6. Assist with the development and management of routines and procedures for the delivery of lunchtime provision and ensuring the health and safety of children at lunchtime
7. Manage the lunchtime supervisory staff ensuring appropriate deployment and training

### **UNDERSTANDING THE VIEWS OF CHILDREN**

1. Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
2. Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
3. Provide support to children including informal counselling support where appropriate

### **HOLDING AND SHARING INFORMATION**

1. Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
2. Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
3. Keep detailed, accurate, secure written records of concerns and referrals
4. Attend core group meetings on behalf of the school and undertake case management under the supervision of the Headteacher
5. Develop and maintain relationships with external colleagues in MAST

### **PARENTS AND COMMUNITY**

1. Develop and maintain relationships with parents and carers to encourage participation in school
2. Manage parental complaints particularly in relation to safeguarding and behaviour issues. Assist other staff with the management of parental complaints and ensure procedures for these are followed.
3. Provide support to parents and carers including informal counselling support where required.
4. Ensure appropriate arrangements are in place to support parents and children in the smooth transition from primary to junior school
5. Develop and maintain relationships with external colleagues in MAST in relation to parental support

## **LUNCHTIME SUPERVISOR**

1. Assist with the development and management of routines and procedures for the delivery of lunchtime provision and ensuring the health and safety of the children at lunchtime
2. Manage the lunchtime supervisory staff ensuring appropriate deployment and training
3. Manage the lunchtime staff CPD

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE: 15.07.22</b>
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