

## JOB DESCRIPTION – Designated Safeguarding Lead (DSL) and Deputy Safeguarding Lead (DDSL)

**Title: Designated Safeguarding Lead (DSL) for Child Protection**  
**Named person: DSL \* for Heaton School : Jonathan Curtis (Headteacher)**  
Responsible to: T&L Committee

**Title: Deputy Designated Safeguarding Leads (DDSLs)**  
**Named person(s): DDSL's for Heaton School Karen Meese (DHT) and Jane Philpot (AHT).**  
**Responsible to:** Jonathan Curtis DSL / T&L Committee

### Areas of responsibility:

#### Policy and procedure:

- Act as a champion of the school's safeguarding policy and procedures by ensuring all staff have access to and understand them.
- Induct new members of staff with regard to the school safeguarding policies and procedures.
- Ensure the school safeguarding policy is updated and reviewed annually.
- Ensure parents see copies of the safeguarding policy.
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Safer Working Practice Guidance (Code of Conduct).

#### Reporting concerns:

- Recognise how to identify signs of abuse and when to make a referral
- Respond appropriately to disclosures or concerns relating to the well-being of a child
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Liaise with the Safeguarding Team (DSL & DDSL's) weekly to inform them of any issues and ongoing investigations
- Liaise with the Governor with safeguarding responsibilities
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely using Iris Adapt and Files where necessary.
- When pupils move school, ensure their safeguarding file is sent to the new establishment immediately and securely
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- **It is not the role of the DSL (who may not always be the Headteacher) to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school.** This falls to the Headteacher or to the Chair of Governors where the allegation is against the Headteacher.

**Multi Agency working:**

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings; including those taking place out of normal working hours.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person's life. Acting as Lead Professional as appropriate
- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated

**Training:**

- Ensure all staff have safeguarding induction and receive frequent updates so that they are able to recognise and report any concerns immediately
- Attend relevant training and ensure all staff have read and understand KCSIE Pt1 on an annual basis.
- Represent the school at Stockport's Safeguarding Network and disseminate the information to colleagues

**Knowledge and skills:**

- Act as a source of support, advice and expertise within the school
- Have a working knowledge of how the Safeguarding Children Board operates
- Ensure that staff members are following up to date procedures in line with National and Local expectations
- Act with integrity; maintaining confidentiality at all times

**General Duties:**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To ensure that the Regular Safeguarding Audits are carried out in line with the Authorities schedule.