

JOB DESCRIPTION

Park Junior School
Designated Safeguarding Lead

Post Title	<p style="text-align: center;">Designated Safeguarding Lead (DSL)</p>
Areas of Responsibilities	<p>Policy and procedure:</p> <ul style="list-style-type: none"> • Act as a champion of the school’s safeguarding policy and procedures by ensuring all staff have access to and understand them <ul style="list-style-type: none"> • Induct new members of staff with regard to the school and GSCB safeguarding policies and procedures • Ensure the school safeguarding policy is updated and reviewed annually • Ensure parents see copies of the safeguarding policy to avoid potential conflict later Produced by GSCB August 2016 • Ensure the Safeguarding policy is displayed publically on the school website and is available to all parents/carers and other stakeholders. • Ensure that the Single Central Records is kept up to date. • Register for alerts from Gloucestershire Safeguarding Children’s Board (GSCB) <p>Reporting concerns:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 Governor with safeguarding responsibilities • Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely <ul style="list-style-type: none"> • 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 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 <p>Multi Agency working:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

<p>person's life working with the Early Help Strategic Partnerships and referring to the Early Help Allocation groups where necessary. Acting as Lead Professional as appropriate</p> <ul style="list-style-type: none"> • 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 <p>Training:</p> <ul style="list-style-type: none"> • Ensure all staff have safeguarding induction within their first 7 days and receive frequent updates so that they are able to recognise and report any concerns immediately • Attend relevant training every 2 years and on an annual basis attend forums/roadshows to reinforce and enhance Safeguarding knowledge and practice • Represent the school at Designated Lead forums and disseminate the information to colleagues • Ensure all staff receives appropriate safeguarding training at least every 3 years. • <p>Knowledge and skills:</p> <ul style="list-style-type: none"> • Liaise with all staff to share best practice • Act as a source of support, advice and expertise within the school • Have a working knowledge of how the Gloucestershire Safeguarding Children Board operates • Ensure that staff members are following up to date procedures in line with National and Local expectations and receive regular updates • Act with integrity; maintaining confidentiality at all times <p>General Duties:</p> <ul style="list-style-type: none"> • 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 Section 175 Audit published by Gloucestershire Safeguarding Children Board (GSCB) is completed annually and returned by deadline and reviewed regularly. <p>Ensure that there is a DSL or Deputy DSL on site at school during term time</p>
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