LUMEN CHRISTI CATHOLIC MULTI ACADEMY

JOB DESCRIPTION: DESIGNATED SAFEGUARDING LEAD (DSL)

The School Standards Committee will appoint an appropriate senior member of staff, from the school Leadership Team to the role of Designated Safeguarding Lead.

The DSL will be given the time, funding, training, resources, and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

MAIN PURPOSE

The DSL will take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

DUTIES AND RESPONSIBILITIES

MANAGING REFERRALS

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed
- Work in partnership with the Head of Standards & Safeguarding to ensure Pathfinder Early Help approach is embedded in the school
- Complete annual S175 audit and Safeguarding Assurance work with the School Standards Committee and return to Head of Standards
- Prepare for and engage with Safeguarding Supervision sessions

WORKING WITH STAFF AND OTHER AGENCIES

- Act as a source of support, advice, and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the headteacher 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
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- 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

- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
    - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
    - Identifying the impact that these issues might be having on children's attendance, engagement, and achievement at school

The above includes:

- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential

MANAGING THE CHILD PROTECTION FILE

- Ensure child protection files are kept up to date on the electronic safeguarding system
- Ensure concerns are triaged and categorised in the timely manner
- Keep information confidential and store it securely
- Make sure records include:
    - A clear and comprehensive summary of the concern
    - Details of how the concern was followed up and resolved (with due regard given to the child's chronology)
    - A note of any action taken, decisions reached and the outcome

- 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)

Where children leave the school (including in year transfers):

- 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
- 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

FILTERING AND MONITORING RESPONSIBILITIES

- Ensure the school has effective filtering systems that block harmful and inappropriate content without unreasonably impacting teaching and learning.
- Ensure monitoring systems are in place to detect and respond to potentially harmful activity, including bullying, radicalisation, and exposure to inappropriate content.

- Use the DfE 'Plan Technology for Your School' self-assessment tool annually to evaluate filtering and monitoring provision and implement improvements.
- Identify and mitigate risks associated with emerging technologies, including generative AI, and ensure systems are responsive to dynamic content.
- Assign clear roles and responsibilities for managing filtering and monitoring systems and escalate safeguarding concerns where systems fail.
- Report termly to the governing body on the effectiveness of filtering and monitoring systems and any incidents or gaps.

RAISING AWARENESS

- Ensure each member of staff has access to, and understands, the school's safeguarding policy and procedures, especially new and part-time staff, and volunteers
- Work with the School Standards Committee to ensure the safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding 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
- 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
- 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

- Undergo training at least annually 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
- Refresh knowledge and skills at regular intervals and at least annually
- Ensure all staff, including governors, receive online safety training during induction and regular refreshers.
- Oversee staff competency in online safety, filtering, and monitoring, and provide guidance and support where needed.

PROVIDING SUPPORT TO STAFF

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

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UNDERSTANDING THE VIEWS OF CHILDREN

- 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
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication in line with the Pathfinder Early Help Approach

HOLDING AND SHARING INFORMATION

- 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
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

The DSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video call in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

DEPUTY DESIGNATED SAFEGUARDING LEADS

Deputies will be trained to the same standard as the Designated Safeguarding Lead.

Activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies, however the ultimate lead responsibility for child protection remains with the designated safeguarding lead.

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CRITERIA	QUALITIES
Qualifications and training	GCSE (or equivalent) in English and maths Degree Designated Senior Lead full training
Experience	Successful leadership and management experience in a school or other relevant organisation Experience of managing safeguarding in a school or other relevant organisation, including: • Building relationships with children and their parents, particularly the most vulnerable • Working and communicating effectively with relevant agencies • Implementing and encouraging good safeguarding practice throughout a large team of people • Demonstrable evidence of developing and implementing strategies to help children and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Skills and knowledge	Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies Ability to work with a range of people with the aim of ensuring the safety and welfare of children Awareness of local and national agencies that provide support for children and their families Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns Good IT skills Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders Knowledge of the Pathfinder Early Help Approach

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Personal qualities	Commitment to ensuring the safety and welfare of children Commitment to upholding and promoting the ethos and values of Lumen Christi Catholic Multi Academy: Integrity, compassion, and service to others Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to equality

Notes:
This job description may be amended at any time in consultation with the postholder.

Last review date: September 2025, Rebecca Nash – Head of Standards and Safeguarding
Next review date: September 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____