



Deputy Designated Safeguarding Lead Job Description

As deputy designated safeguarding lead, you are expected to support the DSL and lead in the absence of the DSL in the following areas:

Policy and procedure: Act as a champion of the school's safeguarding policy and procedures by supporting all staff to have access to and understand them.

Contribute to the school safeguarding policy and review process.

Ensure that all staff are aware of their responsibility to challenge behaviour which breaches the School's Code of Conduct.

Reporting concerns: Recognise how to identify signs of abuse and when to make a referral.

Responsibility for the online safety of the students in the school when the DSL is absent. This role is to be supported by the IT department and/ or the Principal.

Respond appropriately and promptly 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 Principal and DSL to inform them of any issues and ongoing investigations.

Refer cases to the Prevent programme where there is a radicalisation concern as required.

Support staff who make referrals.

It is not the role of the Deputy DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school. This falls to the Principal or to the Advisory Board where the allegation is against the Principal.

Multi Agency working: When the Principal or DSL is unavailable to attend and contribute effectively to Child In Need meetings, Child Protection conferences, Early Help, and planning and review meetings; including those taking place out of normal working hours.

Liaise with the LA and follow up any referrals made.

Training: Attend relevant training on an annual basis. In addition attend staff meetings/briefings forums/roadshows to reinforce and enhance safeguarding knowledge and practice

Be pro-active in identifying training needs and inform DSL or Principal.

Keep up to date with safeguarding guidance and policies. Contribute to safeguarding training for staff as appropriate.

Record Keeping: Understand the policy and procedures in relation to record keeping and ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are shared with the principal and DSL and are stored securely.

Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.

Staff Name _____ Signed _____