

## JOB DESCRIPTION – DESIGNATED SAFEGUARDING LEAD

Title: Designated Safeguarding Lead for Child Protection

Salary Details: █████ PA

Responsible to: The Principal

### VISION AND PURPOSE

1. To lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the setting, ensuring that the CP Policy is reviewed annually by the Governing Body.
2. To undertake appropriate Child Protection Training every 2 years in order to:
  - a. Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
  - b. Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so. Produced by GSCB July 2014
  - c. Ensure each member of staff has access to and understands the school's or college's Child Protection Policy and Procedures, especially new and part time staff.
3. To receive and coordinate referrals, arranging action and reviewing services for children and families.
4. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.
5. To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
6. To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
7. To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
8. To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned by setting from planning and intervention meetings are successfully carried out and monitored.
9. To liaise with the Head Teacher or Principal to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
10. To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
11. To ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them.
12. To act as the lead for on-line safety in the school. Technical support will be provided by the IT department and/or the Principal.

### ACCOUNTABILITY

1. Work closely with commissioning Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
2. Attend and participate in Child Protection Conferences and planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
3. Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the setting.
4. To maintain confidentiality at all times.
5. To contribute to service development, including responsibility of the delivery of new staff induction package and arrangements for all staff training.

6. To liaise and co-ordinate with colleagues within own setting and outside organisations regarding the Common Assessment Produced by GSCB July 2014 Framework and to coordinate and monitor all referrals and recommendations within the setting.
7. Identify vulnerable children within the setting and ensure that all staff are made aware of who these children are.

### **GENERAL DUTIES**

1. 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.
2. To ensure that the Section 175 Audit published by Gloucestershire Safeguarding Children Board (GSCB) is completed annually and returned by deadline and reviewed regularly.

Produced by GIS July 2016

Revised November 2021