

JOB DESCRIPTION OF DESIGNATED SAFEGUARDING LEAD

The Governing Body of Christ Church Cathedral School has designated The Headmaster, Richard Murray and the Head of Pre-Prep, Rebecca Farmer, to be the Deputy Designated Safeguarding Leads. Both members of staff are considered to have the status and authority within the school to carry out the duties of the post. It is also felt that they have the authority to commit resources to the task and, where appropriate, to support and direct other staff. The DSL or DDSL should be available to staff at all times during term.

The areas of responsibility for the designated safeguarding lead are:

Managing referrals

Referrals are managed in accordance with the School's safeguarding policy

- Refer all cases of suspected abuse to the local authority children's social care and:
- The designated officer(s) for child protection concerns (all cases which concern a staff member),
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or Police (cases where a crime may have been committed).
- 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.

Training

The designated safeguarding lead should receive appropriate training carried out every two years in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

Raising Awareness

The designated safeguarding leads should ensure the school policies are known and used appropriately. They should:

- Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with OSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child Protection File

The DSL is responsible for transferring any Safeguarding files to new schools as soon as possible, separately from the main file and confirmation of receipt should be obtained. The DSL should consider whether contact should be made with future schools to ensure that appropriate support is in place.

Online safety

The DSLs are ultimately responsible for the online safety.

SAFEGUARDING POLICY

The School's Designated Safeguarding Lead has the responsibility to ensure that all those policies connected with Safeguarding are acted upon. Within them are further details of how referrals should be managed, details of the nature of the training which the DSL should receive and of many of his responsibilities. It should be read in conjunction with this job description which is very closely based upon Annex B of KCSIE September 2019

Reviewed by SMT January 7th 2019