



**Believe
to Achieve**



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:

Areas of responsibility:

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 Guidance for Safer Working Practice (Code of Conduct).

Reporting concerns:

- Recognise how to identify signs of abuse and when to make a referral
- 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 Head Teacher and DSL to inform them of any issues and ongoing investigations
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases to the police as and when necessary
- **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 Head teacher or to the Chair of Governors where the allegation is against the Head teacher.

Multi Agency working:

- When the head teacher or DSL is unavailable 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 Head teacher
- 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
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are shared with the head teacher and DSL and are stored securely
- Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.

Staff Name _____

Signed _____

Date _____

