

Appendix 2. The Role of the Designated Safeguarding Lead (Job Description)

Halcyon has designated an appropriate senior member of staff to take lead responsibility for safeguarding and child protection. This person has the status and authority within the school to fulfill their role and is given the time, funding, training, resources and support to carry out the duties of the post.

Halcyon also has a Deputy Designated Safeguarding Lead who is trained to the same standard as the Designated Safeguarding Lead. Whilst the activities of the Designated Safeguarding Lead can be delegated to the Designated Safeguarding Lead, the ultimate lead responsibility for child protection remains with the Designated Safeguarding Lead and will not be delegated.

The broad areas of responsibility for the Designated Safeguarding Lead are:

Managing referrals

- Refer all cases of suspected abuse to Local Authority children's social care as required;
- Support staff who make referrals to Local Authority children's social care;
- 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 where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Work with others

- Liaise with the Director to inform him of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the "case manager" (as per *Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff*) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member);
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for staff.

Training

- Undergo relevant training, updated at least every two years, to understand and keep up with developments relevant to the role;
- Undertake Prevent awareness training (mandatory for Designated Safeguarding Lead);
- Obtain access to resources and attend any relevant or refresher training courses;
- In addition to formal training, ensure that own knowledge and skills are refreshed (eg: via e-bulletins, meeting other Designated Safeguarding Leads, or reading about safeguarding developments) at regular intervals, but at least annually;
- 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 Halcyon'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;
- Understand and support Halcyon with regards to the requirements of the Prevent duty;
- Provide advice and support to staff on protecting children from the risk of radicalization; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures Halcyon may put in place to protect them.

Raising Awareness

- Ensure Halcyon's child protection policies are known, understood and used appropriately;
- Ensure Halcyon's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Board of Trustees 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; and
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child Protection File

- Where students leave Halcyon, ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

- During term-time, the Designated Safeguarding Lead (or Deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. The Designated Safeguarding Lead (or Deputy) is expected to be available in person, but in exceptional circumstances availability via phone, Google Hangout or Skype is acceptable.

(Annex B: Keeping Children Safe in Education, September 2016)