

## Beacon Academy

### Job Description

#### Deputy Designated Safeguarding Lead/Co-Ordinator for Children who are Looked After

*The Deputy Safeguarding Leader will be trained to the same standard as the Designated Safeguarding Leader. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead, this lead responsibility should not be delegated.*

The Deputy Designated Safeguarding Leader is expected to:

#### Manage referrals

- Refer cases of suspected abuse to the 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

The Designated Deputy Safeguarding lead is expected to:

- Liaise with the DSL and Headteacher to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCO) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for all staff.
- Seek the voice of the child through direct work with all children on the safeguarding register.

#### Training

The Deputy DSL should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;

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, Beacon Academy's child protection policy and procedures, especially new and part time staff;

Are alert to the specific needs of children in need, those with special educational needs and young carers

Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;

Understand the importance of information sharing with other agencies, organisations and practitioners;

Are able to keep detailed, accurate, secure written records of concerns and referrals;

Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;

Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;

Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;

Obtain access to resources and attend any relevant or refresher training courses; and

Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

### **Raise Awareness**

The Deputy Designated Safeguarding Lead should:

Help ensure the Beacon Academy's child protection policies are known, understood and used appropriately;

Help ensure the Beacon Academy child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;

Help 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 or college in this; and

Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

### **Child protection file**

Where children leave Beacon Academy the Deputy Designated Safeguarding Lead should 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 pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

### **Co-Ordinator for Children who are looked after**

It is expected that the post holder will 'champion' the best interests of the CLA cohort via:

Monitor the academic progress of all students in the CLA cohort

Monitor the personal development of all looked after children

Pro-actively arrange interventions to support academic progress and personal development of all looked after children within Beacon Academy, evaluate their effectiveness and continuously improving.

Prepare for and attend all LAC review meetings with the different local authorities/corporate parents, ensuring all recommendations and agreed strategies from the meetings are followed through in the best interests of the child.

Complete any appropriate documentation such as EPeP etc.

Liaise with and communicate with foster carers, corporate parents and residential care staff.

Liaise with teaching staff and SLT with up-to-date information about the young person.

## Availability

During term time the Designated Safeguarding Lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the DSL (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.

