



JOB DESCRIPTION AND PERSON SPECIFICATION

Designated Safeguarding Lead (DSL)

October 2022

The Acorn School is an independent, co-educational school which provides an invigorating, quality education for pupils from 6 to 18 years of age. The diverse curriculum integrates creative and physical activities with academic studies to form a unique, threefold structure designed to support and engage students throughout the various stages of their development.

The school was rated 'Good' across all categories in its most recent Ofsted inspection, with inspectors recognising that being a teacher at The Acorn School is a rewarding experience:

"Teachers share a love and enjoyment of learning. Lessons often include art, songs, literature and reading as various ways to engage pupils and develop a broad range of knowledge as well as to spark an interest. Pupils respond accordingly and delight in the different activities." Ofsted, 2019

Job details

Job title:	Designated Safeguarding Lead (DSL)
Salary:	Dependent on experience
Hours:	Part-time varied with protected hours provided, in addition to teaching responsibilities at the school
Contract type:	Permanent
Leave:	Due to the nature of the post, annual leave cannot be taken during term time.
Reporting to:	Co-Headteacher

Main purpose

- The DSL will take lead responsibility for safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Some safeguarding activities may be delegated to deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.
- Be expected to fulfil the professional responsibilities of a teacher.

Areas of responsibility:

Policy and procedure:

- Act as a champion of the school's safeguarding policy and procedures by ensuring all staff have access to and understand them
- Induct new members of staff with regard to the school and Gloucestershire Safeguarding Children Partnership (GSCB) safeguarding policies and procedures
- Ensure the school safeguarding policy is updated and reviewed annually
- Ensure parents see copies of the safeguarding policy to avoid potential conflict later



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- 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 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 Co-Headteacher to inform them of any issues and ongoing investigations
- Liaise with the Chair of the Steering Board with safeguarding responsibilities
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely
- When pupils move school, ensure their safeguarding file is sent to the new establishment immediately and securely
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- It is not the role of the DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school. This falls to the Co-Headteacher or to the Chair of the Steering Board where the allegation is against the Co-Headteacher.

Multi Agency working:

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings; including those taking place out of normal working hours.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person's life working with the Early Help Strategic Partnerships and referring to the Early Help Allocation groups where necessary. Acting as Lead Professional as appropriate
- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated

Training:

- Ensure all staff have safeguarding induction within their first 7 days and receive frequent updates so that they are able to recognise and report any concerns immediately
- Attend relevant training every 2 years and an annual basis attend forums/roadshows to reinforce and enhance Safeguarding knowledge and practice
- Represent the school at Designated Lead forums and disseminate the information to colleagues

Knowledge and skills:

- Act as a source of support, advice and expertise within the school
- Develop a working knowledge of how the Gloucestershire Safeguarding Children Board GSCB operates
- Ensure that staff members are following up to date procedures in line with National and Local expectations

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- Act with integrity; maintaining confidentiality at all times

General Duties:

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

The DSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Essential application information

The Acorn School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All teaching posts are exempt from the Rehabilitation of Offenders Act 1974 and all successful applicants will undergo safeguarding screening including an enhanced DBS and Barred List check from the Disclosure and Barring Service and a Prohibition from Teaching Check and where required a Prohibition from Management Check (Section. 128 Check).

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Person specification:

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status (desirable) • GCSE (or equivalent) in English and maths • Degree



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Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school or other relevant organisation • Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> ○ Building relationships with children and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies ○ Implementing and encouraging good safeguarding practice throughout a team of people • Demonstrable evidence of developing and implementing strategies to help children and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality • Experience using Online Management Systems
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies • Ability to work with a range of people with the aim of ensuring the safety and welfare of children • Awareness of local and national agencies that provide support for children and their families • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns • Good IT skills, including previous use of Child Protection Online Management Systems • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children • Uphold and promote the ethos and values of the school • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Commitment to equality

Also recruiting for: (see www.theacornschool.com for more information)

- Middle and upper school mathematics teacher
- Middle and upper school science teacher
- Learning Support Co-ordinator
- Middle school handwork teacher