



Oak Academy

## **JOB DESCRIPTION**

**POST:** Deputy Designated Safeguarding Lead (DDSL) and Inclusion Officer

**GRADE:** 6 (SCP 16-22)

### **RELATIONSHIPS:**

The post holder is responsible to the Assistant Vice Principal - SMSC. The post holder will work closely with all pastoral team members and support them when necessary to meet students' needs.

### **PURPOSE:**

- The role of the DDSL is to support the pastoral team with the management and response to safeguarding. Primarily this includes working with individuals and/or small groups to resolve difficulties causing concern as quickly as possible so as to promote learning and well-being.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with the Trust Child Protection and Safeguarding Policy.
- To act as a Deputy Designated Safeguarding Lead to ensure that the academy meets its statutory duty.

### **DEPUTY DESIGNATED SAFEGUARDING LEAD MAIN DUTIES:**

- Have appropriate safeguarding training every two years.
- Ensure that all new and supply staff receive safeguarding induction.
- Support the implementation of school / DFE child protection policy procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the wellbeing of a student.
- Support disseminating lessons from Serious Case Reviews and recommending any necessary changes to safeguarding policy and practice.
- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the school with promoting community cohesion and tolerance of different faiths and beliefs. This includes the protection of students and staff from any negative consequences arising from actions intended to radicalise or promote terrorism and acting as Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism.

- Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection and report where required.
- Work directly with students in need and their families in the community to promote, strengthen and develop the potential of the parents/carers and their children to prevent children becoming looked after and/or suffering significant harm.
- Where required, liaise with external agencies and ensure they have access to all necessary information.
- Ensure students who are victims of abuse are supported appropriately and sensitively and that all actions are successfully carried out and monitored.
- Use appropriate external agencies for advice.
- Receive, respond and report any child protection concerns.
- Speak with students regarding any child protection issues – get facts and clarification.
- Liaise with and meet with parent/carers.
- Discuss issues and plan strategies with parent/carers, students, staff and outside agencies.
- Access child protection information from other schools regarding new students.
- Support the primary/secondary transition process, identifying any students who are on the Child Protection register.
- To deputise for the Designated Safeguarding Lead in their absence
- Ensuring that LSCB inter-agency procedures are signed up to and responsibilities undertaken
- To support, monitor, evaluate and review the framework for the management and response to incidents of bullying
- To ensure students who are victims of abuse are supported appropriately and sensitively and that all actions are successfully carried out and monitored
- Arranging meetings for Child Protection cases, both in school and off site
- Attend core group meetings, attend conferences and professional meetings and provide written reports as necessary
- Undertake and participate in Risk Management of children and young people who pose a physical, sexual, or self-harming risk and ensure that any school action arising is undertaken. This includes an awareness of risks relating to exploitation, forced marriage, female genital mutilation or trafficking
- Ensuring individual pupils records contains a chronology for Looked After Children, Child in Need, Child Protection and Self Harm and that records are kept of all contact with parent/care, child and/or other agencies and ensure safe transfer of records if/when a child moves school
- Passing concerns to support worker etc.

### **INCLUSION OFFICER DUTIES:**

- To oversee provision of Oak Academy LAC Students
- Act strategically to ensure Heads of Year are placing information on the provision map
- Encourage Heads of Year to recognise and fulfil their statutory responsibilities to their students
- Disseminate good practice with regards to recording evidence with the Inclusion team.
- Undertake the role of Sexual Health Champion and liaise with external agencies to disseminate information on safer sex practices

### **GENERAL:**

- To promote and support AE's culture of "Together we are... Courageous, Innovative, Excellent" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.

- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

**ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....

**Post Holder**

One copy to be retained by member of staff and one kept on the employee’s file.

**Authentic Education Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974**

**Together we are... Courageous, Innovative, Excellent**