

Job Description

JOB TITLE:	Deputy Designated Safeguarding Lead (DDSL)
GRADE:	Scale K £36,148 - £37,941
HOURS:	Full-Time
REPORTS TO:	Director of Safeguarding (DSL) and Wellbeing
CAMPUS:	BCA and Langley
JOB PURPOSE:	Ensure the college is meeting its legal and statutory requirements for safeguarding and child protection, providing support, advice and guidance to staff.

Main Duties

1. Managing Referrals.
2. Working with Stakeholders.
3. Raising Awareness.
4. Support, Advice and Guidance
5. Record Keeping

1 Managing Referrals

- 1.1 Refer cases of suspected abuse to the local authority children's social care in liaison with the DSL.
- 1.2 In cases of radicalisation concern, refer cases to the channel programme in liaison with the DSL.
- 1.3 Advise DSL where a crime has been committed requiring referral to the police.

- 1.4 Liaise with the case manager and designated officer(s) at the local authority for child protection concerns and ensure they are acted upon, referring cases which concern a staff member to the Associate Vice Principal – FE.
- 1.5 Attend child protection case conferences and child protection review conferences and contribute to these effectively when required to do so.

2 Working with Stakeholders

- 2.1 Liaise with college staff and external agencies in initiating or co-ordinating Early Help Assessment (EHA) referrals and PEP review meetings, Child Protection Conferences, Core Group meetings, Child in Need or Team around a Child (TAF) meetings.
- 2.2 Encourage a culture of listening to students among all staff, ensuring that children's feelings are heard where the college puts measures in place to protect them.
- 2.3 Link with the local safeguarding children board (LSCB) to ensure staff have access to training opportunities and the latest local policies on safeguarding.

3 Raising Awareness

- 3.1 Support the DSL in ensuring the college's child protection policies are known, understood and used appropriately.
- 3.2 Support the DSL in encouraging parents to read the safeguarding policy and ensuring they are aware that referrals about suspected abuse or neglect may be made and the role of the college in this process.

4 Support, Advice and Guidance

- 4.1 Ensure that students who are victims of abuse are supported appropriately and sensitively in the college environment.
- 4.2 Act as a source of support, advice and expertise to staff on matters of safety and safeguarding.
- 4.3 Be alert to the specific needs of children in need, those with special educational needs and young carers.
- 4.4 Provide advice and support to staff on protecting and identifying students at risk of radicalisation and FGM.

5 Record Keeping

- 5.1 Record details of concerns and referrals using CPOMS and ILP where appropriate.
- 5.2 Support the maintenance of secure and confidential records in line with GDPR.
- 5.3 Where children leave the college ensure their child protection file is transferred electronically via CPOMS or copied and sent to the new education establishment, ensuring it is separated from the main student file.
- 5.4 Assist the DSL in producing report for the governing board.

5 **General Duties**

- 5.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 5.2 Be responsible for safeguarding and promoting the welfare of students.
- 5.3 Maintain student morale and discipline within the college site.
- 5.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 5.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 5.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – Deputy Designated Safeguarding Lead

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Degree level qualification or equivalent professional qualification		X	AF
CPD portfolio evidence related to Safeguarding and Child Protection		X	AF/IV
Educated to minimum Level 2 in Maths and English.	X		AF
Qualification in youth or community work, guidance, education or training		X	AF/IV
First Aid Certificate		X	AF/IV
EXPERIENCE			
Experience and knowledge of working with students in a vocational setting.	X		AF/IV
Demonstrable experience of working effectively with vulnerable children in either education, social work, youth work or another related area of work.	X		AF/IV
Experience of sensitive situations and dealing with concerns within the limits required by confidentiality and appropriate boundaries governing the youth/youth worker relationship.	X		IV
Knowledge and understanding of safeguarding issues and procedures	X		IV
Understanding and experience of the inspection regime, self- assessment process and quality improvement programme.		X	IV
Experience of working within Child Protection and Multi-Agency liaison		X	AF/IV
Experience of working effectively with the parents /carers of children	X		AF/IV
Some experience of working effectively with a range of professionals to promote children's learning or welfare or significant recent experience in work with children and families in a statutory childcare agency.		X	IV
SKILLS / KNOWLEDGE / ABILITIES			
Effective administrative, communication and organisational skills	X		AF/IV
Strong commitment to young people and to building a safe and supportive learner environment	X		IV
Excellent communication and interpersonal skills, including aptitude to deliver personal and social education programmes.	X		IV
Enthusiasm to energise projects, promote opportunities and lead groups	X		IV

Outstanding accuracy and attention to detail	X		
An appreciation` of current legislation affecting young people (child protection, funding bodies, welfare rights, environmental issues, youth justice, homelessness)	X		AF/IV
Ability to communicate effectively and confidently with external agencies, students, parents / carers and staff (face to face or by phone and email)	X		IV
Excellent negotiation and evaluation skills – able to respond positively to a changing, fast-moving work environment and be flexible in approach	X		IV
Confidentiality and professional integrity at all times	X		IV
Time management skills – well organized and able to meet deadlines, flexible approach towards working hours.	X		IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation