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| Job Title | Deputy Designated Safeguarding Lead (Operational) |
| Date | June 2025 |
| Department | Garden Villa Health & Wellbeing Centre |
| Reports to | Head of Wellbeing & DSL |

Purpose of the Role

To support the Designated Safeguarding Lead (DSL) in upholding the highest standards of safeguarding and child protection across the entire school community. This includes day pupils in Coram House, Senior School, The Bridge, Autism Resource, and the boarding community.

The Deputy Designated Safeguarding Lead (DDSL) will take the lead on operational safeguarding matters and play a key role in fostering a culture of vigilance, care, and wellbeing throughout the school, while reporting directly to the DSL.

Departmental Information

The Deputy Designated Safeguarding Lead (Operational) is based within the Health and Wellbeing Team at Garden Villa. The DDSL reports directly to the Head of Wellbeing and Designated Safeguarding Lead (DSL), and works closely with the school's wider safeguarding and pastoral teams to support the needs of the whole school community.

Main Roles and Responsibilities

Safeguarding and Child Protection

- Assist the DSL in managing safeguarding concerns, referrals, and casework.
- Act as a point of contact for staff, pupils, and parents regarding safeguarding matters.
- Maintain accurate and confidential records using the school's safeguarding systems (CPOMS).
- Be available during school hours to respond to safeguarding concerns.
- Support the DSL in reviewing and updating safeguarding policies, staff training and procedures.
- Attend and contribute to the weekly safeguarding and pastoral team meeting.
- Lead on the coordination of pupil risk assessments for review at the weekly safeguarding & pastoral team meeting.

- Design and deliver engaging visual resources aimed at both pupils and staff to raise awareness of support services and safeguarding topics within the school community.

Personal Training and Development

- Stay up to date with statutory guidance (e.g., KCSIE, Working Together to Safeguard Children).
- Promote awareness of safeguarding issues across the school community.
- Attend the WSCP DSL training and subsequent refresher training courses to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE.

Multi-Agency Collaboration

- Liaise with external agencies including social care, CAMHS, and the Police.
- Attend and contribute to child protection conferences and strategy meetings.
- Support the DSL in preparing reports and documentation for external bodies.

Pastoral and Pupil Support

- Work closely with the DSL, Deputy Head Pastoral and the PALs to identify and support vulnerable pupils.
- Provide a safe and supportive environment in Garden Villa for pupils to disclose concerns.
- Promote pupil voice and wellbeing initiatives across the school.
- Refer pupils to the school counsellor when a need for intervention is identified.

Staff Training and Support

- Working alongside the DSL to deliver safeguarding training and updates to staff, including induction for new staff.
- Lead on training sessions for the core safeguarding & pastoral team in line with the annual safeguarding strategy focus theme.
- Lead on the coordination of the safeguarding carousel resources for staff.
- Support staff through the referral process to external agencies where required.

| Person Specification |
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| Educational Attainment and Qualifications GCSE English and Maths at grade C or level 4 or equivalent. A relevant level 3 (or equivalent) qualification. Completion of, or willingness to complete, Designated Safeguarding Lead (DSL) training accredited by a recognised provider (must be updated every two years). Evidence of continuing professional development in safeguarding, child protection, or related areas. |
| Experience, Knowledge and Skills |
| <p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> • A relevant qualification in education, social work, youth work, or child development (e.g., Level 4/5 Diploma, Foundation Degree, or higher). • Previous experience in a safeguarding or pastoral role within an educational or childcare setting. • Knowledge of statutory guidance including <i>Keeping Children Safe in Education (KCSIE)</i> and <i>Working Together to Safeguard Children</i>. • IT literate, with proficiency in Microsoft Office (especially Word and Excel) and safeguarding reporting systems. |
| <p style="text-align: center;">Desirable</p> <ul style="list-style-type: none"> • Strong interpersonal and communication skills, with the ability to build trust and rapport with students, staff, and external agencies. • Empathetic and approachable, with a genuine commitment to student welfare and wellbeing. • Sound judgement and decision-making abilities, especially in sensitive or high-pressure situations. • Ability to handle confidential information with discretion and professionalism. • Proactive and solution-focused, with the ability to identify concerns early and take appropriate action. • Organised and detail oriented, with strong administrative skills to manage safeguarding records and documentation. • Training or qualifications in mental health, counselling, or child protection (e.g., Level 3 Safeguarding, Mental Health First Aid) |

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.