AVANTI SCHOOLS TRUST

Job Description

Post Title	**Deputy Safeguarding Lead – Non Teaching**
School / Organisation	Avanti Fields
Location	Leicester
Grade	Grade 6, £31,828 - £33,772per annum *Approximately £23,757 - £25,208per annum, pro rata (0.74641FTE)*
Hours	35 hours per week
Contract Type	Permanent
	Term-time
Reports to	Assistant Principal (DSL)
Preferred Start Date	January 2027

MAIN PURPOSES OF THE JOB

- Responsibility for safeguarding children and child protection (including online safety) ensuring that the school is meeting its legal statutory requirements as laid out in Keeping Children Safe in Education.
- To be responsible for liaising with local statutory children's services and agencies and with the key local Safeguarding partners.
- Taking part in discussions and inter agency meetings to contribute to the assessment of children.
- To manage internal and external referrals.
- To provide support, advice, and guidance to other staff on child welfare, safeguarding and child protection matters.

RESPONSIBILITIES OF THE JOB

Manage referrals

- Ensure that cases of suspected abuse and neglect are referred to the local authority children's social care as required and support staff who make referrals to local authority children' social care.
- Refer cases through the Prevent Strategy where a young person is vulnerable to radicalisation.
- Refer cases where a crime may have been committed to the Police as required.
- Coordinate and oversee support when working with a child who has a Child in Need or Child Protection plan in place and ensure that the school is always represented, either in person or by a report, where appropriate.
- Coordinate the early identification of vulnerable children and families and coordinate the development of integrated practice to support the child.
- Support other staff who make referrals to the local authority children social care or support agency.

Working with others

- Act as a source of support, advice and expertise for all staff.
- Act as a point of contact with the safeguarding partners.
- Liaise with the Designated Safeguarding Lead and Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaise with staff including teachers, support staff, school nurses, IT technicians, mental health leads, and the SENDCo on matters of safety and safeguarding and welfare, including online and digital, and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Liaise with the Senior Mental Health Lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

- Work with the Designated Safeguarding Lead and other relevant strategic leads, promoting the educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing or have experienced, and identifying the impact that these issues might be having on a child's attendance, engagement, and achievement.
- The deputy designated safeguarding lead should ensure that the school is aware of the children who have or have had a social worker are and understands their academic progress and attainment and sets high aspirations for these children.
- The deputy designated safeguarding lead should support the Designated Safeguarding Lead to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential even after the statutory social work intervention has ended.

Information sharing and managing the child protection files

- Ensure that child protection files are kept up to date. Information should be kept confidential and stored securely, records should include a clear and comprehensive summary of the concern details of how the concern was followed up and resolved, a note of any action taken, decisions reached and the outcome.
- The deputy designated safeguarding lead should understand the importance of information sharing both within school and externally.
- The deputy designated safeguarding lead is responsible for ensuring that child protection files are up to date, are secure, detailed, accurate records of concerns and referrals.
- Information should be kept confidential and stored securely. Concerns and referrals must be kept on CPOMS.
- Records on CPOMS should include a clear comprehensive summary of any concerns, details of how the concern was followed upon and resolved as well as any action taken, decisions made and outcomes.
- Understand the importance of information sharing, both within the school and college, and with other schools and colleges on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Raising Awareness

- 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 and help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with all staff.
- Key learning from serious case reviews is shared along with any new legislation.
- School Stakeholder Committee are briefed on termly basis using the standard proforma to raise their awareness of safeguarding issues and trends.
- The Section 175 (or equivalent) audit is completed annually and used to create an action plan that is then implemented and shared.
- Opportunities are created to share good practice both within school and through other network meetings.
- Working with the Designated Safeguarding Lead, support parents with opportunities to learn how to keep their children safe.
- Ensure a child-focused culture of listening to children exists within the school taking into account their wishes acknowledging that approaching staff may be very difficult for some children.
- Work with the Designated Safeguarding Lead to consider appropriate systems to support children in making disclosures.

Training, knowledge, and skills

It is expected that the Deputy Designated Safeguarding Lead should undergo training to provide them with the knowledge and skills necessary to carry out this role. This training should be updated at least every two years. The Deputy Designated Safeguarding Lead should also undertake Prevent awareness training.

In addition to the formal training set out above, Deputy Designated Safeguarding Leads should refresh their knowledge and skills at regular intervals to keep update with developments new to their role. This should allow them to:

- Be fully familiar with the process for providing early help and statutory intervention, including criteria for action and local 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.

- Understand the importance of the role the Deputy Designated Safeguarding Lead has in providing information and support to local authority children social care to safeguard and promote the welfare of children.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- Be alert to the specific additional needs of vulnerable children including those with SEND, LAC, and young carers in relation to peer on peer abuse online bullying exploitation and radicalisation and other forms of abuse.
- Fully understand the importance of and procedures for data sharing in line with Data Protection Act 2018 with reference to sharing information with other agencies including the three safeguarding partners.
- Be able to understand and support school with the requirements of the Prevent duty and can provide support and advice to staff on protecting children from the risk of radicalisation.
- 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.
- Obtain access to resources and attend any relevant or refresher training courses.

Providing support to staff

- Ensure that staff are supported during the referrals processes.
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school or college may put in place to protect them.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Generic Responsibilities

- To develop and implement an intervention programme of activities to address behavioural, social and emotional needs of individuals and small groups.
- Working with individuals and groups to support learning activities and develop behaviour for learning support for staff and school in general.
- Assess own performance and take accountability for own actions, either directly or under supervision support for the school.
- To assist with the general supervision of students during break times and lunch times and/or when required.
- Take responsibility for own professional development and duties in relation to school policies and practices and operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through excellent presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, and students.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To assist with school activities involving students where appropriate and according to individual skills.
- When required liaise effectively with parents and Trustee's.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To support the Principal in promoting the values of the school

This job description is current at the date shown but in consultation with the post-holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title

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PERSON SPECIFICATION			
Criteria		**Requirement**	
		Essential	*Desirable*
1.	Degree or other qualification in education or social work field or equivalent experience	X	
2.	Experience of working with children or young adults in an education setting	X	
3.	Experience of liaising with external agencies and professionals on child protection matters	X	
4.	Experience of referring cases of suspected abuse to external agencies including relevant paperwork	X	
5.	Detailed understanding of the principles with regard to Safeguarding of Children	X	
6.	Ability to develop effective relationships with students, families, and external agencies	X	
7.	Ability to work as part of a team	X	
8.	Ability to deal with challenging situations	X	
9.	Ability to work using own initiative	X	
10.	Ability to keep detailed and accurate records	X	
11.	A sound knowledge of SEND Code of Practice	X	
12.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - Child Protection and Safeguarding Policy 2026-2027