

## Job Description

**Post:** Designated Safeguarding Lead (DSL)

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The academy will provide opportunities for regular internal and external review of the role of the Designated Safeguarding Lead (DSL). The senior member of staff responsible for Safeguarding and the direct line-manager of the DSL, is Senior Assistant Principal, Matt Price.

The Designated Safeguarding Lead is a senior member of staff as they are a member of the academy's Extended Leadership Team.

### Overarching responsibilities of this post:

- The DSL will take lead responsibility for all child protection matters arising at the academy and will support all other members of staff in relation to any safeguarding or child protection concerns that arise.
- The DSL will undergo appropriate and regular training in order to fulfil their duties.
- The DSL has the status and authority within the academy to carry out the duties of the post including committing resources, arranging training, supporting and directing other staff to safeguard and promote the welfare of children within a set annual budget and always through liaison and 'sign off' from the Senior Assistant Principal.
- The DSL is responsible for maintaining an overview of safeguarding within the academy as detailed in "Keeping Children Safe in Education", the DSL will to maintain open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in place within FRA.
- The DSL will communicate and advise necessary changes to practice and policy as and when appropriate and via formal minuted meetings.
- The DSL is also the Online-Safety Officer and has responsibility for policies surrounding Online-Safety (e-safety).
- The DSL is responsible for receiving and reviewing child protection files from FRA feeder schools/academies and for liaising with the DSL from those schools/academies in order to ensure the best care and the smooth transition of a student to FRA.
- The DSL is responsible for keeping detailed, accurate, secure records of concerns, allegations and referrals for any Child Protection issues.

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- The DSL is the case worker for all students placed on stage 5 and 6 of the academy's Care Guidance and Support stages system, only.
- The DSL will communicate regularly with the Drive Panel member (Governor) with responsibility for Child Protection and will discuss with them any cases of concern. They will meet annually for a formal review of Safeguarding following the audit of the section 175 return and its subsequent action plan.
- The DSL will ensure that annual actions plans are completed to improve Safeguarding provision at FRA year-on-year.
- The DSL will keep the Senior Assistant Principal and therefore the Principal informed of all concerns and allegations relating to Safeguarding and Child Protection.

### Managing Referrals

- To take lead responsibility for referring all cases of suspected abuse of any student at the academy to Cornwall Social Services via the MARU referral process.
- To be responsible for alerting the Principal regarding child protection concerns which involve a member of staff and to then follow the Principal's instruction.
- To liaise with the Principal and HR to ensure that where a member of staff is dismissed or resigns in circumstances where there has been actual harm or risk of harm to a child, referrals are made to the Disclosure and Barring Service or where appropriate, to the National College for Teaching and Leadership (NCTL).
- To liaise with the Principal if there is a need to prompt referrals to the police where a crime may have been committed which involves a child.
- To liaise with the Principal in respect of police investigations or investigations under section 47 Children Act 1989 which involve the academy.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when to make a referral by liaising with the relevant agencies.

### Raising awareness

- To ensure the academy's Safeguarding and Child Protection Policy, and its implementation, is reviewed at least annually, taking into account available and up to date legislation, guidance and best practice, and to liaise with the Senior Team, Governors and staff to ensure the policy is applicable to and understood by all Staff at FRA.
- To ensure the Safeguarding and Child Protection Policy is available publicly and is published on the academy website.
- To maintain links with the Cornwall's Safeguarding Children Board to ensure that all staff are appropriately trained according to their roles and to allocate staff as necessary to timely training opportunities – ensuring all staff are up to date.

- To ensure that staff and students are aware of the policies and procedures in place if they have a concern.

### **Line Management Duties and Responsibilities**

- The DSL will line-manage the Deputy Designated Safeguarding Lead and the named Child Protection Officers.
- The DSL will line-manage the Principal's PA in respect to the correct and up-to-date maintenance of the Single Central Record and the DSL will undertake periodic checks of the SCR to ensure it is complying with statutory regulations. The DSL will also ensure that appropriate vetting and checks are made and recorded for new staff appointments.

### **Training and INSET**

- The DSL will ensure that all new Staff and Governors receive appropriate induction in relation to the academy's Safeguarding and Child Protection policy and practice, including other key Safeguarding policies such as those relating to Whistleblowing and the Staff Code of Conduct.
- The DSL will arrange whole school staff training in Child Protection on a regular basis – ensuring everyone is up-to-date and will maintain a register of training and dates including attendance and signatures.
- The DSL will create and oversee a programme of training for parents and carers relating to Online Safety.

### **General Requirement**

The post holder will be required to fulfill the function of being one of a team of First Aid at Work Practitioners, as well as being Fire/Health and Safety Warden as required. Suitable training will be provided where qualification are necessary.