

Senior Designated Safeguarding Lead

Department:	CYPES
Section:	Hautlieu School
Reports to:	Student Support Manager and Positive Mental Health and Wellbeing Lead
JE Ref:	CYP1103.1
Grade:	CS10 JE Date: 22/05/2025

Job purpose

Hautlieu School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Designated Safeguarding Lead (DSL) will take lead responsibility for all child protection/safeguarding matters arising in school and will support all other members of staff in relation to any safeguarding or child protection issues.

Job specific outcomes

- The post holder has delegated authority within the School; committing resources, arranging training, supporting and directing other staff to safeguard and promote the welfare of students.
- To be responsible for maintaining an overview of safeguarding within the school, to maintain open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in place.
- The post holder will also be the Digital Safety Officer and be responsible for policies surrounding Online-Safety.
- To be responsible for receiving and reviewing child protection files from the schools of all students transferring to Hautlieu, and for liaising with key staff/DSL/Deputy Head/Headteachers from those schools, when appropriate, to ensure a smooth transition and continuity of care.
- To be responsible for keeping detailed, accurate, secure records of concerns, allegations and referrals for any Child Protection issues.
- To lead on Early Help assessments for students and their families and act as lead professional where appropriate
- To line manage the School Counsellor to ensure that students are well supported and that relevant information is shared to keep all students safe
- To take lead responsibility for identifying thresholds of risk, develop support plans and record a rationale for school decision making

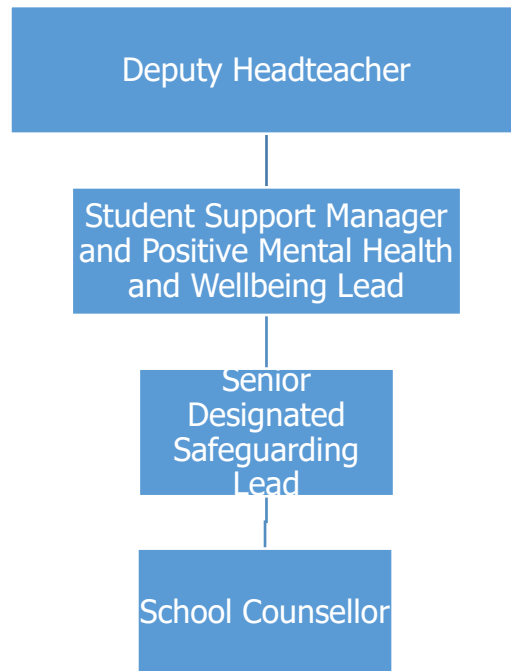
- To communicate regularly with the Board of Governors sub-committee for safeguarding, along with the Head/Deputy Headteacher and discuss (anonymously) any cases/themes of concern. They will meet annually for a formal review of Safeguarding.
- To lead on and be responsible for annual Safeguarding Audits and reviews
- To be the school's lead for preventing radicalization and coordinating Prevent Duty procedures in school
- To attend Senior Leadership meetings to discuss Safeguarding practice in the school.
- To keep the Deputy Headteacher/Headteacher informed of all concerns and allegations relating to Safeguarding and Child Protection.
- To lead, manage and coordinate promotional campaigns surrounding Safeguarding and Child Protection
- To take lead responsibility for making Children and Family Hub enquiries and liaising with and making referrals to appropriate external agencies and refer all cases of suspected abuse or risk of significant harm promptly to the Children and Families Hub.
- To be responsible for referring to the Education Department's Designated Safeguarding Officer, all child protection concerns, which involve a member of staff and liaise with the Head/Deputy Headteacher to ensure relevant procedures are followed with any member of staff is the subject of an allegation.
- To be responsible for liaising with the Head/Deputy Headteacher in making prompt referrals to the police where a crime may have been committed which involves a student and any police investigations which involve the school.
- 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.
- Ensure that there is a dedicated area on the school network regarding safeguarding procedures (i.e. how to do a Children and Families Hub referral).
- Assist in ensuring that students who are victims of abuse or neglect, are supported appropriately and sensitively and to offer continuing support to those students on the Child Protection Register or with Child in Need Plans.
- To develop and lead training for all new members of staff and ensure that they receive appropriate Induction, in relation to the School's Safeguarding and Child Protection policy and procedures.
- To be responsible for arranging and leading whole school staff training in Child Protection on a regular basis – at least every three years and maintaining a record of staff Safeguarding and Child Protection training.
- Provide staff and Governors with regular updates on Safeguarding and Child Protection as appropriate.

- Oversee information provided for staff, parents and pupils relating to Online Safety and ensure timely clarification and resolution on any student "suspicious search" alerts.
- Liaise with the SENDCO where there is an overlap between learning needs and safeguarding needs under the direction of the Deputy Headteacher
- To draft and launch termly safeguarding newsletters for parents.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>GCSE (or equivalent) in English and maths.</p> <p>Degree or equivalent experience.</p> <p>Level 3 Certificate – Jersey Safeguarding Partnership Board or equivalent</p> <p>Child Protection Designated training and experience</p>	<p>Level 4 Jersey Children's First Training (Roles and Responsibilities of Lead Worker)</p>
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>Well developed ICT skills to support all areas of record keeping.</p> <p>Good organisational skills to deliver training for staff ensuring resources and appropriate training activities.</p> <p>A thorough and demonstrable knowledge of safeguarding and child protection legislation, policy/procedure and systems. This will include a detailed knowledge of local inter-agency child protection procedures and systems. DFE – Working Together to</p>	<p>A thorough understanding of the Safeguarding Platform, MYCONCERN</p>

	<p>Safeguard Children and Young People (2022)</p> <p>A track record of strong leadership with the ability to inform and lead on change within the organisation</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Up to date knowledge and skills to put theory into practice in a classroom context.</p> <p>Ability to provide training to all staff about E-Safety</p> <p>Ability to assess emerging sensitive situations during the working day and plan and manage.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Plan time effectively and to meet deadlines.</p> <p>Ability to contribute to the design of up to date training materials</p> <p>Prioritise to meet the needs of the students.</p> <p>Ability to demonstrate understanding of complex problems and apply in depth knowledge to address them.</p> <p>Ability to develop original techniques, methods and solutions</p>	

	Be a team player and have experience of this attribute	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	5 years' experience of working in a school or similar environment Experience of managing staff	Manage and deliver Early Help assessments and Interventions

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.