



**Tudhoe Learning Trust**

# **Designated Safeguarding Deputy**

## **Job Description**

**Applicable to all Designated Safeguarding Deputies at:**

**Tudhoe Colliery Primary School  
Acre Rigg Academy  
Stephenson Way Academy and Nursery School  
Victoria Lane Academy  
South Hetton Primary School  
Shield Row Primary School  
Dene House Primary School**

**&**

**Tudhoe Learning Trust**



## Designated Safeguarding Deputy Job Description

The term “Designated Safeguarding Lead” (DSL) is used in the Keeping Children Safe in Education document and refers to the person accountable for overseeing the safety and wellbeing of the children in the care of their setting. The role of the DSL should be fulfilled by a member of the schools senior leadership team to ensure that they have appropriate authority and status to provide advice and support to other staff on child welfare and child protection matters.

Additionally the DSL will require time, funding, training and resources to fulfil the role adequately.

A deputy or deputies can be appointed who must be adequately trained, supported and available to support the Lead. Accountability for leading safeguarding cannot be delegated to a deputy.

The safety and wellbeing of every child in the care of a school that is part of Tudhoe Learning Trust is our absolute priority. The Trust expects all of its staff, pupils, parents, governors, directors, members, visitors, contractors and third party professionals to share this view. The safeguarding and protection of children is everyone’s responsibility. The Trust engages in safer workforce and recruitment practice and will carry out robust and compliant checks prior to appointment and at three yearly intervals thereafter on all staff without exception. The Trust and its designated officers work to ensure that all adults in school are safe, fit and proper. We will make it as difficult as possible for anyone whose motives for being around children are anything other than to ensure their safety and provide appropriate care to work here and we will challenge any cause for concern.

Applicable settings and Named Lead

Tudhoe Colliery Primary School, Front Street, Tudhoe, Spennymoor, Durham, DL16 6TJ	Miss Allison Boustead <a href="mailto:Allison.boustead@tudhoecolliery.co.uk">Allison.boustead@tudhoecolliery.co.uk</a> 01388 814 399
Acre Rigg Academy, Acre Rigg Road, Peterlee, SR8 2DU	Mrs Julie Craggs <a href="mailto:Julie.craggs@acreriggacademy.co.uk">Julie.craggs@acreriggacademy.co.uk</a> 0191 586 2915
Stephenson Way Academy & Nursery School, Stephenson Way, Newton Aycliffe, DL5 7DD	Mr Lee Jones <a href="mailto:lee.jones@swans.education">lee.jones@swans.education</a> 01325 300 324
Victoria Lane Academy, Victoria Lane, Coundon, DL14 8NN	Mrs Jane Richardson <a href="mailto:Jane.richardson@victorianlanepriamry.co.uk">Jane.richardson@victorianlanepriamry.co.uk</a> 01388 603 588
South Hetton Primary, Frederick Terrace, South Hetton, DH6 2TJ	Mrs Lucy Griffiths <a href="mailto:Lucy.griffiths@shprimary.co.uk">Lucy.griffiths@shprimary.co.uk</a> 0191 526 1662
Shield Row Primary School, King Edward VIII Terrace, Stanley, DH9 0HQ	Miss Jill Cooke <a href="mailto:j.cooke@shieldrow.co.uk">j.cooke@shieldrow.co.uk</a> 01207 239 661
Dene House Primary School, Manor Way, Peterlee, SR8 5RL	Mrs Debbie Turnbull <a href="mailto:debbie.turnbull@denehouseprimary.co.uk">debbie.turnbull@denehouseprimary.co.uk</a> 0191 586 2937
Tudhoe Learning Trust, Front Street, Tudhoe, Spennymoor, DL16 6TJ	Mrs Kimberley Ivory <a href="mailto:Kim.ivory@tudhoelearningtrust.co.uk">Kim.ivory@tudhoelearningtrust.co.uk</a> 07429 452 205



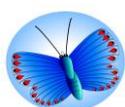
## Main Duties and Expectations of the Designated Safeguarding Lead with Tudhoe Learning Trust Schools

This job description is not exhaustive and Lead Officer can expect to carry out duties in the interest of keeping children safe outside of this description where required. This document is to be read in line with all statutory guidance in particular: Keeping Children Safe in Education 2018 Annex B – Role of the Designated Safeguarding Lead (page 88-91) and Working Together to Safeguard Children 2018.

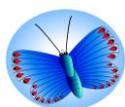
This job description applies to the Designated Safeguarding Lead within each school who will ensure that they have in place an appropriate number of deputy officers who are sufficiently trained and are able to provide adequate cover.

Deputies can expect to carry out any of the duties set out within this list but cannot take lead accountability. (see KCSIE Annex B)

<b>Managing Referrals</b>	<ul style="list-style-type: none"> <li>• Refer all cases of suspected abuse to the appropriate service; and             <ul style="list-style-type: none"> <li>▪ The designated officer for child protection in all cases that concern a staff member.</li> <li>▪ Disclosure and Barring Service in cases where a person is dismissed or left due to risk/harm to a child.</li> <li>▪ Police in cases where there is reason to believe a crime may have been committed.</li> </ul> </li> <li>• Where the DSL is not the headteacher, liaise with the headteacher to inform them of issues particularly ongoing enquiries under section 47 of the Children’s Act and police investigations.</li> <li>• Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>• Liaise with the headteacher to inform him or her of issues especially ongoing enquiries under section 47 of The Children Act 1989 and Police investigations;</li> <li>• Liaise with the “case manager” (see part 4 KCSIE 2018 – allegations management) and designated officer(s) at LA (ie LADO) for child protection concerns in cases which concern a staff member;</li> <li>• Liaise with staff (ie pastoral, support staff, school nurses, sendco) on matters of safety and safeguarding (incl online and digital) when deciding whether to make a referral by liaising with relevant agencies;</li> <li>• Act as a source of support, advice and expertise for all staff.</li> </ul>
<b>Training</b>	<p>The DSL should receive appropriate training carried out every two years in order to:</p> <ul style="list-style-type: none"> <li>• Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes, such as early help assessments;</li> <li>• Have a working knowledge of how local authorities and relevant professionals conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required.</li> <li>• Ensure each member of staff has access to and understands the schools Child Protection / Safeguarding Policy and procedures, especially new and part time staff.</li> <li>• Be alert to the specific needs of children in need (section 17(10) Children Act), those with special educational need and young carers.</li> <li>• Be able to keep detailed, accurate and secure written records of concerns and referrals.</li> <li>• Obtain access to resources and attend any relevant training including refresher courses.</li> <li>• Encourage and enable a culture of listening to and believing children and taking account of and recording their wishes and feelings among all staff in any measures that are put in place to protect them. In other words children have a right to share their views when any decision is made that affects them.</li> </ul>



Raising Awareness	<p>The DSL should ensure policies are actually known, understood and used appropriately:</p> <ul style="list-style-type: none"> <li>• Ensure Child Protection / Safeguarding Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly working with governing bodies / proprietors to achieve this;</li> <li>• Ensure Child Protection / Safeguarding Policies are available publically and parents are aware that referrals about suspected abuse or neglect may be made and are clear about the role of the school in this regard;</li> <li>• Link with LSCB to ensure that staff are aware of training opportunities and current policy, thinking, practice and lessons learned from serious case review.</li> <li>• Where children leave school either at the end of a statutory phase or as a mid-term transfer ensure that all appropriate files are sent to the new setting as soon as possible. This should be transferred separately and securely away from the main pupil file making sure confirmation of receipt if obtained.</li> </ul>
Child Protection File	<ul style="list-style-type: none"> <li>• Where children leave school ensure their child protection file is transferred to the new setting as soon as possible. This should be transferred separately to the childs main file, ensuring secure transit and a receipt is obtained.</li> <li>• Receiving schools should ensure that relevant staff are aware as soon as possible.</li> <li>• In addition to the child protection file the DSL should consider if any additional information should be shared with the receiving school. For example any information that would allow a school to continue to support a victim of abuse having the support ready for the child when they arrive.</li> </ul>
Availability	<ul style="list-style-type: none"> <li>• During term time the DSL (or a deputy) should always be available during school hours for staff in the school to discuss any concerns they may have.</li> <li>• During schools closure periods adequate and appropriate cover arrangements must be made within each setting to ensure cover for any out of hours / out of term activities.</li> </ul>
Preventing Radicalisation	<p>In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:</p> <ul style="list-style-type: none"> <li>• acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty;</li> <li>• co-ordinating Prevent Duty procedures in the School;</li> <li>• undergoing appropriate training on the Prevent Duty;</li> <li>• assessing the training needs of all School staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers;</li> <li>• maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees and keeping records of staff training;</li> <li>• monitoring the keeping, confidentiality and storage of records in relation to the Prevent Duty;</li> <li>• liaising with local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty.</li> </ul>



## Further Information (relevant to the DSL and to inform their obligations)

The following links are a source of contact and reference in relation to the safeguarding of children in education and the role of the DSL:

### Keeping Children Safe in Education

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf)

### Working Together to Safeguard Children

- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### Female Genital Mutilation

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/512906/Multi\\_Agency\\_Statutory\\_Guidance\\_on\\_FGM\\_-\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf)

### Childcare Disqualification

- <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

### Looked After Children & Previously Looked After Children

- <https://www.gov.uk/topic/schools-colleges-childrens-services/looked-after-children>

### SEND

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

### Children with Medical Conditions

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

### Support and Induction of Newly Qualified Teachers

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/580039/Statutory\\_Induction\\_Guidance\\_December\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/580039/Statutory_Induction_Guidance_December_2016.pdf)

### The Voice of the Child

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/437241/Listening\\_to\\_and\\_involving\\_children\\_and\\_young\\_people.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/437241/Listening_to_and_involving_children_and_young_people.pdf)

### Prevent

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

### Sexual Violence in Schools

- <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

### Information Sharing

- <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

