

Assistant Head - Director of Safeguarding

Person Specification

The person we are looking to appoint will be:

- a capable individual who can work swiftly and thoroughly and keep the paramountcy principle at the heart of all safeguarding work
- an experienced safeguarding practitioner who has worked at a senior level in an organisation which supports children and families and where that individual has worked with internal stakeholders as well as external agencies
- a practitioner who is equally comfortable working on recording and reporting systems as he or she is working with and training up individuals or teams of individuals
- an individual who is familiar with regulatory compliance, statutory guidance and inspectorates

Job Specification:

Role and responsibilities

- To act as DSL with lead responsibility, management oversight and accountability for safeguarding and child protection
- To lead on Prevent
- To lead on Online Safety
- To lead the support for all Springboard boarders at OSH
- Be responsible for the school's records relating to safeguarding, including low level concerns
- To work with others in the school as well as safeguarding partners and other external agencies
- To maintain child protection files

Within this, there are seven areas of competency and responsibility as follows:

Culture and raising awareness

- Keeping safeguarding responsibilities high profile amongst OSH employees
- Encouraging a culture of safeguarding and listening to children amongst all staff
- Ensuring that the OSH safeguarding policies and practices are known, understood and used appropriately

- Being known to pupils, parents and external stakeholders as the DSL
- Being personally aware of which pupils are vulnerable and in what ways
- Maintaining links with all safeguarding partners
- Sitting on the Safeguarding, Pastoral and Housemasters committees
- To review and agree the safeguarding arrangements of any external holiday lettings before the residential group comes on site
- Act as a source of support, advice and expertise for all staff

Managing referrals

- To assume the lead role in referring cases of alleged or suspected abuse to the appropriate authority
- Be the School's liaison with LA children's social care and with outside agencies, acting as the point of contact for the safeguarding partners, taking part in strategy discussions and inter- agency meetings and/or supporting other staff to do so, and contributing to the assessment of children.
- Act as the investigating officer in all child protection matters which involve another member of staff, other children or other individuals, reporting to the case manager
- To represent OSH, either individually or as part of a group, at SPA meetings, case review meetings and POT meetings
- Monitor and manage reports of low level concerns
- Make and manage referrals to the Channel programme
- Make other referrals as appropriate and where necessary including to the Police, the TRA and the Disclosure and Barring Service
- Provide advice, support and training to other staff on child welfare, safeguarding and child protection matters and ensure staff are supported during any referrals process

Recording and reporting

- To be responsible for ensuring that child protection files are kept up to date and secure
- To maintain oversight of MyConcern as our primary recording tool, working with other systems as appropriate and when they come online
- To record safe acceptance and distribution of CP files when pupils join OSH, and to ensure that files from OSH are sent to pupils' new schools/destinations when they leave us as appropriate
- To work with admissions to clarify any references to vulnerability during the application process

- To be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping
- To report to the appropriate stakeholders on case files, patterns and trends in safeguarding, as well as the efficacy of our responses
- To monitor and report on safeguarding training needs and currency and to identify and drive new training opportunities for all colleagues involved in safeguarding work
- Understand relevant data protection legislation and regulations and the importance of information sharing, both within school and with safeguarding partners, other agencies, organisations and practitioners
- **Training**
 - To ensure that his/her own training is up to date and valid
 - To act as the main safeguarding trainer at OSH, delivering whole school as well as small group training and including online safety training
 - To offer 1:1 training and enhanced briefings whenever required by the Headmaster
 - To oversee all Prevent training, acting as the Prevent lead at OSH
 - Maintain up to date training in online safety and act as online safety lead at OSH
 - Use supervision and feedback to critically reflect on learning and support needs

Supporting Vulnerability

- To act as lead for all Springboard boarders at OSH
- To liaise with the AHT QTL on the impact of any PP+ or pupil premium strategies in order to advocate for vulnerable pupils when working to close the gap
- To help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children may have where appropriate
- To lead on mental health support
- Participate in developing safeguarding aspects of individual welfare plans, working to support recovery and resilience building in individual children where appropriate

Acting on Red Flagged Attendance

- To call home, follow up and conduct home visits where attendance is flagged as a concern
- To analyse attendance patterns on a weekly basis with the Deputy Headmaster and Heads of Year

Compliance and Regulation

- To be responsible for the ongoing audit and assurance of safeguarding procedures
- To advise on the strategic development of safeguarding and on policy
- To ensure whole school compliance with safeguarding training
- Prepare and maintain safeguarding risk assessments relative to both individuals and the school as a whole
- To liaise with and support the work of the careers co-ordinator in ensuring adequate welfare and safeguarding arrangements for placements and visits

Other

- To join the SLT of the School as an active member
- To model professional behaviour at all times to colleagues and members of the wider community
- Seek the views of stakeholders, for example, via surveys and responding to these as appropriate
- Be proactive in communicating information to all stake holders
- Take an active part in boarding audits
- Have an understanding of national and local safeguarding issues
- Work closely with those nominated to act with him/her (as Deputy DSLs, for example) so that they can assist him/her and provide effective cover when required
- Old Swinford Hospital is a boarding school, and the successful candidate will work closely with the Deputy Headmaster (Pastoral) and the Housemasters, all of whom are trained to DDSL level. Together, they will ensure that our robust safeguarding culture is embedded consistently throughout the school day and beyond. Given the nature of the role, the successful candidate may occasionally be required to work evenings and weekends