

Job Description

Title: **Designated Safeguarding Lead**

Summary/Purpose: To develop and promote an effective safeguarding culture across all provisions. Taking the lead responsibility for all safeguarding, prevent and child protection matters arising and supporting all other staff in dealing with any concerns that arise.

Duties and Responsibilities:

- Responsible for ensuring company's safeguarding and prevent policies and procedures are up to date with the most recent statutory guidance, and that everyone who has prevent and safeguarding duties understand, can access and are familiar with any updates.
- Creating and maintaining company specific Prevent risk assessment, updating it regularly in light of statutory updates and/or local events.
- Understand risks associated with online safety and support those responsible for ICT to keep young people safe whilst they are online.
- Undertake own regular refresher training to ensure own knowledge is as up to date as possible and in line with new guidance, sharing information and updates with relevant staff on an ongoing basis.
- Running training and awareness sessions to ensure that all staff are aware of referral processes and procedures, including induction training for all newly appointed staff and volunteers.
- Working with HR to identify ongoing training needs of staff in relation to safeguarding, wellbeing and prevent matters.
- Being available and acting as the first point of contact for all staff and as a source of support, advice, and expertise to staff on matters of safeguarding, welfare and prevent, including when deciding whether to make a referral by liaising with the relevant agencies.
- Accountable for making and keeping detailed, accurate, secure written records of concerns and referrals and support others to do so.
- Ensuring that adequate reporting and recording systems are in place for safeguarding, well-being and prevent procedures, and that there are appropriate transferal procedures for records if learners move.
- Making and ensuring all staff fulfil their statutory duties of referring to external agencies, where required. ensuring that a response is received and recorded, including referrals to local authority children or adult social care services and to Channel programme, where there is a radicalisation concern.
- Creating and maintaining files of safeguarding evidence, including to support Estyn and Ofsted inspections.
- Maintain links and seek advice, as required with local safeguarding contacts, local authorities, police, prevent contacts and other external agencies.
- Taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so.
- Attendance at network, partnership and / or multi agency meetings and sharing knowledge internally and with partner organisations.
- Coordinating, monitoring and providing support to partner organisations working on behalf of the company in their approach to safeguarding and prevent ensuring compliance with legal and company expectations.
- Working closely with any other senior individuals to coordinate safeguarding duties, such as the senior managers and operational leads.

- Providing regular reports and updates to the Senior Management and Board.
- Working proactively with the Safeguarding team and operational managers and other key staff within the provision on matters relating to safeguarding, well-being and prevent.
- Sharing resources with operational leads to support the development of curriculums around key themes of safety (including safeguarding, online safety, prevent and anti-bullying).

General

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support organisations core values
- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

Person Specification

	Essential	Desirable
Experience	Developing and maintaining effective relationships and liaison with outside agencies and multi-agency working Creating and maintaining robust and GDPR compliant digital safeguarding records. Using problem solving skills to ensure the best outcomes for the learner is achieved. Safeguarding and prevent procedures and reporting	Experience of working within the Work Based Learning sector.
Qualifications & Training	Currently qualified as a Designated Safeguarding Lead or held a previously accredited safeguarding qualification. GCSE in English and Maths at Grade C/level 4 or equivalent. Recent safeguarding and prevent update training.	Additional qualifications supporting young people with additional needs. Mental health first aider
Skills	Excellent organisational skills. Ability to keep up to date and interpret legislative, policy and guidance developments in safeguarding and prevent. Excellent ICT skills, ability to write concise summary reports. Competence in written and verbal communications, including communication of highly complex/sensitive information. Handling large amounts of sensitive data and upholding the principles of confidentiality	
Knowledge	Understanding of relevant legislation, policy, guidance and good safeguarding practice. Understanding issues affecting young people and vulnerable adults. Experience of working with young people in difficulty and crisis	Understanding needs and difficulties young people face. External support services.

Characteristics	Well-developed interpersonal skills and the ability to develop and maintain good relationships with external agencies, staff, parents, employers and learners. An effective team member and collaborative working Willingness to contribute to all areas of the provision. A strong belief in the importance of the development of the emotional, cultural/spiritual/sporting interests of the learner.	
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NAME

SIGNATURE

DATE
