



Job Description Deputy Designated Safeguarding Lead Non-Teaching

Responsible to – DSL

Purpose of the Job

- To support the Deputy Headteacher/DSL in all aspects of safeguarding and student welfare
- Support the DSL in leading safeguarding practice across the school
- Take responsibility for safeguarding cases as delegated by the DSL
- To support the DSL in all aspects of multi-agency work
- Respond appropriately to safeguarding disclosures from all stakeholders
- Assess risk and ensure timely and appropriate action is taken
- Triage safeguarding referrals made via CPOMS throughout the day and direct to appropriate members of staff for actions
- To be an active member of the inclusion team at Wellington School

Key Responsibilities

- Make and manage referrals to Children's Social Care, Early Help, CAMHS, police and other agencies as required
- To be an active member of the Inclusion team, attending meetings, presenting information and producing reports as required
- To lead on Child Protection and Child in Need cases, attend meetings and produce detailed reports as required.
- Liaise effectively with parents/carers where appropriate
- Triage safeguarding referrals made via CPOMS throughout the day and direct to appropriate members of staff for actions
- Maintain accurate, detailed and confidential safeguarding records in line with GDPR and school policy
- Ensure safeguarding records are stored securely and transferred appropriately when pupils move schools
- Monitor patterns and emerging concerns through record analysis
- Provide appropriate pastoral support to pupils experiencing safeguarding concerns
- Act as a safeguarding point of contact for staff
- Support the DSL in delivering safeguarding training and briefings
- Support the DSL in reviewing and implementing safeguarding and child protection policies
- The post holder would comply with all key policies and procedures
- Ensure safeguarding practice reflects current legislation and statutory guidance
- Contribute to safeguarding audits and inspections (e.g., Ofsted)
- Deputise for the DSL when required
- Undertake safeguarding training as required, including advanced DSL training
- Carry out any other reasonable duties as directed by the Headteacher or DSL