



## **HATTON ACADEMIES TRUST**

### **JOB DESCRIPTION**

**Post Title:** Designated Senior Person (DSP) for Child Protection

**Responsible to:** CEO

**Post Holder:**

#### **Role Purpose**

- To take lead responsibility in the Academy for safeguarding and child protection
- Act as a source of support, advice, and expertise for all staff
- To lead and manage the deputy DSPs where these are in place
- To be the Designated Teacher (DT) for Looked After Children and be the lead for the care and achievement of previously Looked After Children
- To ensure that the Academy and Trust meet statutory requirements regarding children's safety and welfare according to the most recent version of Keeping Children Safe in Education.

#### **The responsibilities of the Designated Senior Person are:**

##### **i. General**

- The DSP is responsible for ensuring that all cases of suspected or actual problems associated with child protection, peer on peer abuse, and radicalisation & extremism are investigated and dealt with
- Be able to keep detailed accurate secure electronic or written records of referrals/concerns, ensuring that such records are stored securely and flagged on, but kept separate from, the pupil's general file
- Keep detailed, accurate, secure and up to date written records of concerns and referrals;
- The DSP will ensure that he/she is aware of the latest national and local guidance and requirements and will keep the Principal, CEO and staff informed as appropriate
- The DSP will act as a source of support for the Academy community
- The DSP will liaise with the Trust CEO to ensure the Trust has high levels of safeguarding practice and procedure
- Develop effective links with relevant statutory and voluntary agencies
- Ensure that children are informed of the Academy's procedures as appropriate
- Ensure that the Academy's curriculum includes child protection awareness for all children
- Produce at least an annual report for the CEO/Board of Directors on the effectiveness of the Trust's policy and procedures for Child Protection and Safeguarding.

## **ii. Manage Referrals**

The DSP is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support any staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is radicalisation concern as required;
- Support any staff who make referrals to the Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may be committed to the Police as required. [NPCC - When to call the police](#) should help understand when to consider calling the police and what to expect when working with the police.

## **iii. Work with others**

- Liaise with the Principal and CEO to inform them of issues especially ongoing enquiries under section 47 of the Children's Act 1989, and police investigations
- Contribute to inter-agency working e.g. provide a co-ordinated offer of early help when additional needs of children are identified and contribute to inter-agency plans
- Engage with statutory safeguarding partners to agree the levels for the different types of assessment and services to be commissioned and delivered, as part of the local arrangements
- Allow access for Children's Social Care from the host Local Authority and where appropriate, from a placing Local Authority, for that Authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment
- Hold details of the local authority Personal Advisor appointed to guide and support a care leaver and should liaise with them as necessary regarding any issues of concern affecting the care leaver
- Take lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college
- Ensure that Academy staff knows who its cohort of children who have or have had a social worker are understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes
- Act as a point of contact with safeguarding partners
- Act as support, advice and expertise within the Academy when deciding whether to make a referral by liaising with relevant agencies
- Liaise with the Principal to inform them of any issues and ongoing investigations and ensure that there is always cover for this role
- Liaise with the mental health lead where safeguarding concerns are linked to mental health

- Ensure that all staff have training to recognise and identify signs of abuse, and when it is appropriate to make a referral, and to understand how child protection procedures operate
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Notify Childrens Social Care if a child with a child protection plan is absent from the Academy for more than two days
- Notify an allocated social worker if a child with a Child Protection or Child in Need plan is subject to suspension or permanent exclusion
- Raise awareness of child safety issues in the Academy
- Ensure that relevant policies and procedures are kept up-to-date; and
- Ensure that the CEO, Principal, and parents/carers are kept informed as required; liaise with the 'case manager' and designated LA officer(s) re child protection concerns in cases which concern a staff member.

#### iv. Training

- Receive training, at least every two years, in order to ensure they have the knowledge and skills required to carry out their role to a high standard
- Undertake Prevent awareness training
- Ensure that knowledge and skills are refreshed at regular intervals, and at least annually, to ensure they understand and keep up with any developments relevant to their role
- Understand the assessment process for providing early help and statutory intervention including local criteria for action and NNC childrens social care referrals
- Recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure all staff have read and understood the Trust's Child Protection Policy and associated policies and signed the Trust statement to indicate this
- Ensure **all staff** have induction training covering child protection and are able to recognise and report any concerns immediately they arise;
- Keep a record of all child protection training and staff attendance;
- Advise the Principal, CEO and Directors on their training needs to enable them to fulfil their role;
- Understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at the Academy;
- Recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- Understand and support the Academy with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Obtain access to resources and attend any relevant refresher training courses;
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the Academy may put in place to protect them.
- Ensure that own training and development is fully up to date and includes the following elements (not an exhaustive list):
  - identification of the signs and symptoms of abuse

- relevant legislation and guidance
- national and locally agreed procedures
- managing disclosures
- confidentiality
- recording and keeping safe records – transfer of information
- how local statutory services are configured and referral processes
- thresholds for referral
- making referrals
- contact with parents
- Common Assessment Framework, initial and core assessments, child protection conference and review conferences, child protection plans
- training and supporting staff
- writing a policy, procedures and guidance for staff.

#### **v. Raising awareness**

- Ensure the Trust's child protection policies are known, understood, accessible and used appropriately;
- Advise the CEO on the review of the Trust's Child Protection Policy and associated policies when it is updated and reviewed annually;
- Ensure the public and parents/carers have access to the Child Protection Policy and are aware that referrals may be made and the role of the Academy and Trust in this to avoid conflict later.
- Link with the Northamptonshire Safeguarding Children Partnership (NSCP) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and leadership staff.

#### **vi. Child Protection File**

- Ensure the file is only accessed by those who need to see it and where the file or content within it is shared, this happens in line with information sharing advice.
- Ensure a child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.
- Ensure key staff such as Deputy DSP are aware of new files that have arrived as a lack of information about their circumstances can impact on the child's safety, welfare and educational outcomes.
- Consider if it would be appropriate to share any additional information with the new setting in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college. For example, information that would allow the new setting to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives.

#### **vii. Availability**

- Ensure that during term time the DSP (or a deputy) are always available (during school hours) for staff in the Academy to discuss any safeguarding concerns. Whilst generally speaking the DSP (or deputy) would be expected to be available in person, it is matter for the Academy, working with the DSP to define 'available'. As

a minimum the Trust expects the DSP to leave a deputy in charge or be available by mobile phone when off site.

- Organise adequate and appropriate cover arrangements for any out of hours and out of term activities and ensure that the Principal and staff are aware of these.

**viii. Meeting statutory and other requirements**

- Ensure that as DSP they are kept up to date with national and local developments in child protection and inform the CEO and Principal as appropriate
- Ensure the safeguarding of any children in alternative provision as the Academy retains responsibility as it is important that their governing bodies of these settings are aware of the additional risk of harm that children may be vulnerable to.
- Meet with the CEO and keep them informed of developments.
- Evaluate the effectiveness of the Trust's child protection policy and procedures and advise the CEO/Principal on any changes and developments needed
- Keep up to date records that:
  - Are up to date, detailed and complete
  - Show compliance with the Trust's agreed procedures
  - Demonstrate effective identification and management of the risk of harm
  - Demonstrate decision-making and appropriate, timely responses to concerns and relevant referrals that have been made
  - Provide evidence of effective partnership working and sharing information
  - Provide evidence of attendance at or contribution to inter-agency meeting and conferences
  - Are kept securely in a locked cabinet or a secure online system, with accessibility only for the DSP, Principal, and CEO.

Signature of Post Holder:

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Date:

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Signature on behalf of the Trust:

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Date:

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