



Hatton Academies Trust

Job description for the Designated Senior Person for Child Protection

Job title: Designated Senior Person (DSP) for Child Protection

Accountable to: Academy Principal or Associate Principal on behalf of the CEO

Role Purpose

- To take lead responsibility in the academy for safeguarding and child protection
- To lead and manage the deputy DSPs where these are in place
- To ensure that the academy and trust meet statutory requirements regarding children's safety and welfare according to "Keeping Children Safe in Education" 2016.

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 and radicalisation & extremism are investigated and dealt with
- Be able to keep detailed accurate secure written records of referrals/concerns, ensuring that such records are stored securely and flagged on, but kept separate from, the pupil's general file
- The DSP will ensure that he/she is aware of the latest national and local guidance and requirements and will keep the Principal/Associate Principal 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 pupils are informed of the Academy's procedures as appropriate
- Ensure that the Academy's curriculum includes child protection awareness for all pupils
- Produce 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 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 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.

iii. Work with others

- Liaise with the Principal/Associate principal and CEO to inform him/her 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
- 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
- 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/Associate Principal to inform them of any issues and ongoing investigations and ensure that there is always cover for this role
- to 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
- notifies Children's Social Care if a child with a child protection plan is absent from the academy for more than two days
- to raise awareness of child safety issues in the Academy
- to ensure that relevant policies and procedures are kept up-to-date; and
- to ensure that the CEO, Principal/Associate Principal and parents/carers are kept informed

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 intervention, for example through locally agreed common and shared assessment processes e.g. early help assessments
- Recognise how to identify signs of abuse and when it is appropriate to make a referral;

- Have a working knowledge of the 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;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Keep detailed, accurate, secure written records of concerns and referrals;
- 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 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 local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

vi. Child Protection File

- Ensure that where children leave the Academy, their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained and filed.

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/Associate Principal as appropriate
- 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 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 and Principal, Associate Principal or CEO.

Name _____

Signature _____

Date _____