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| <b>GRADE:</b>           | NJC Grade 8                                                                                                                                                       |
| <b>ACCOUNTABLE TO:</b>  | Safeguarding Practice Lead                                                                                                                                        |
| <b>RESPONSIBLE FOR:</b> | College-wide safeguarding quality assurance, audit, reporting, practice development and consistency; coordination and monitoring of the Safeguarding Action Plan. |

## MAIN PURPOSE

To provide college-wide leadership and oversight of safeguarding practice, ensuring that safeguarding arrangements across APC are consistently applied, effective, proactive and responsive to the needs of children and young people.

As a Designated Safeguarding Lead (DSL), the Safeguarding Lead will work alongside Centre and Service DSLs to strengthen safeguarding practice across the College. The role will have a particular focus on quality assurance, consistency and continuous improvement, identifying where gaps, emerging risks or inconsistencies in practice may be developing and ensuring these are appropriately addressed and escalated.

The Safeguarding Lead will promote a strong safeguarding culture across WSAPC, ensuring safeguarding remains everyone's responsibility and that staff feel able to seek advice, discuss concerns and professionally challenge practice through a visible and accessible open-door approach.

The postholder will lead the development and review of safeguarding policy and practice, identify training and development needs and ensure that learning from individual cases, contextual safeguarding concerns, audits, incidents and wider safeguarding developments is translated into improved practice across the College.

As an integral member of the Curriculum Access Team (CAT), the Safeguarding Lead will contribute safeguarding expertise to the College's wider intervention and support offer. They will participate in CAT referral panels, working collaboratively with DSLs and other professionals to identify and coordinate appropriate actions for pupils. Themes and learning arising through CAT referrals will inform wider safeguarding quality assurance, contextual safeguarding activity, training and practice development.

## KEY RESPONSIBILITIES

### Safeguarding Practice and Support

- Act as a Designated Safeguarding Lead (DSL) for WSAPC and undertake the responsibilities associated with the role in accordance with statutory guidance, College policy and local safeguarding arrangements.
- Provide visible, accessible and knowledgeable safeguarding support across the College, maintaining an open-door approach for staff seeking advice, guidance or professional discussion.
- Work collaboratively with Centre and Service DSLs to support consistent understanding and application of safeguarding practice across WSAPC.
- Provide advice, guidance and appropriate professional challenge in relation to safeguarding matters, supporting concerns to be appropriately assessed, responded to and escalated.
- Provide additional safeguarding support and oversight where gaps, emerging risks, complex circumstances or inconsistencies in practice have been identified.

- Promote a proactive and early intervention approach to safeguarding, supporting staff to recognise emerging vulnerabilities and consider the wider context of a child or young person's circumstances before concerns escalate.
- Encourage professional curiosity and safeguarding practice which looks beyond individual incidents to consider patterns, contextual factors and wider risks affecting children and young people.
- Promote practice which ensures the voice and lived experience of children and young people informs safeguarding assessment, planning and decision-making.
- Facilitate opportunities for DSLs to share practice, consider emerging themes and risks, reflect on safeguarding matters and develop consistent approaches across WSAPC.

### **Quality Assurance, Audit and Reporting**

- Coordinate and maintain a programme of safeguarding quality assurance across WSAPC to support effective, compliant and consistently applied practice across Centres and Services.
- Undertake safeguarding audits, thematic reviews, case file sampling and practice reviews, identifying strengths, gaps, emerging risks and areas requiring improvement.
- Review safeguarding records and practice to ensure concerns, actions, decision-making, referrals and outcomes are appropriately recorded and followed through.
- Support and coordinate external safeguarding audits and reviews where required, ensuring recommendations are captured and progressed.
- Own and maintain the College Safeguarding Action Plan, bringing together actions arising from audits, case learning, incidents, statutory changes, external recommendations and identified areas for development.
- Monitor progress against agreed actions, following up delays and reviewing whether improvements have been effectively embedded into practice.
- Analyse safeguarding information to identify trends, contextual safeguarding concerns, emerging risks and recurring areas of weakness across the College.
- Produce regular safeguarding reports for Executive Leadership and Governors, summarising key themes, risks, audit findings, training needs and progress against the Safeguarding Action Plan.
- Escalate significant safeguarding concerns, areas of non-compliance or repeated weaknesses in practice to the appropriate senior leader.
- Use findings from audits, case learning and safeguarding trends to inform recommendations for policy, training and wider practice development.

### **Curriculum Access Team and Referral Panels**

- Work as an integral member of the Curriculum Access Team (CAT), contributing safeguarding knowledge and expertise to the College's targeted intervention and support offer.
- Participate in CAT referral panels, contributing to consideration of pupils' presentation, vulnerability, safeguarding context and wider circumstances alongside their educational and intervention needs.
- Work collaboratively with relevant DSLs following CAT referral panels to coordinate identified safeguarding actions and ensure these are appropriately allocated and followed through.

- Support effective communication between the CAT Team and DSLs so that relevant safeguarding information informs intervention planning and information arising through intervention is appropriately shared.
- Identify patterns, themes and emerging vulnerabilities arising through CAT referrals and use these to inform safeguarding quality assurance, contextual safeguarding activity, training and practice development.
- Contribute to coordinated planning for pupils whose needs cross safeguarding, education, attendance, behaviour, SEND, mental health or other areas of vulnerability, ensuring appropriate professional involvement and escalation.
- Contribute safeguarding knowledge to the ongoing development of CAT interventions and pathways in response to emerging pupil need.

**Contextual and Emerging Safeguarding**

- Maintain awareness of emerging and contextual safeguarding risks affecting WSAPC pupils, recognising the vulnerabilities and complexities experienced by children and young people accessing Alternative Provision.
- Identify patterns of concern across pupils, peer groups, locations or communities and ensure these are appropriately shared and escalated.
- Support the development of appropriate responses to emerging safeguarding issues, including exploitation, harmful behaviours, online safety, child-on-child concerns and risks arising outside the education setting.
- Work with relevant internal and external professionals to support appropriate information sharing and coordinated responses to contextual safeguarding concerns.
- Ensure relevant learning arising from safeguarding incidents, reviews, complaints, external advice or individual cases is shared so that improvements are considered across the wider College.

**Training and Practice Development**

- Identify safeguarding training and development needs arising through audits, case reviews, CAT referrals, emerging themes, staff feedback and changes to statutory or local guidance.
- Contribute to the development and delivery of the College safeguarding training programme.
- Provide targeted safeguarding briefings, guidance, coaching or training where gaps in knowledge or practice are identified.
- Share relevant learning from safeguarding cases, audits and emerging themes to strengthen College-wide practice.
- Support DSLs and other staff to develop their safeguarding knowledge, confidence and professional judgement.
- Promote reflective safeguarding practice, appropriate professional challenge, early intervention and professional curiosity.

**Partnership and Multi-Agency Working**

- Maintain high standards of confidentiality, professional conduct and safeguarding practice.
- Develop and maintain effective working relationships with safeguarding partners, children's services, Early Help, education colleagues, police, health professionals and other agencies as appropriate.
- Facilitate effective information sharing and multi-agency working in accordance with statutory guidance and College procedures.

- Support staff to understand safeguarding thresholds and identify appropriate pathways for support, intervention, referral and escalation.
- Represent WSAPC at relevant safeguarding meetings, professional networks and multi-agency forums as required.
- Share relevant learning and developments from local safeguarding arrangements and professional networks with colleagues across WSAPC.

**Professional Responsibilities**

- Engage in continuous professional development, including SEND-specific training and behaviour management strategies, and contribute to the professional learning of colleagues.
- Share good practice through modelling, mentoring, and participation in professional learning communities.
- Reflect on personal practice using data, feedback, and outcomes to inform approaches and set professional development goals to meet the evolving needs of pupils and the school.
- Comply with all statutory requirements and WSAPC policies, including safeguarding, child protection, health and safety, and equalities.
- Undertake additional duties as reasonably required by leadership to support pupils and the school.

**General responsibilities**

- Support the College Accountability Plan initiatives, policies, and practices which reflect the College's commitment to high achievement, inclusion, and effective learning.
- Contribute to Ofsted Self Evaluation documentation as part of the staff team and contribute to inspection discussions when needed.
- Support and contribute to the vision, ethos, and policies of WSAPC, promoting high standards of achievement, behaviour, and wellbeing.
- Participate in evaluating the effectiveness of school policies and developments, analysing their impact on pupil progress and outcomes.
- Maintain and develop positive relationships with and between pupils and staff across WSAPC settings.
- Work in partnership with other schools, agencies, and external providers to promote strong links and collaborative approaches.
- Be aware of and support difference and ensure children and young people have equal access to opportunities.
- Perform any other duties which are reasonably required in line with the role.

N.B. Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

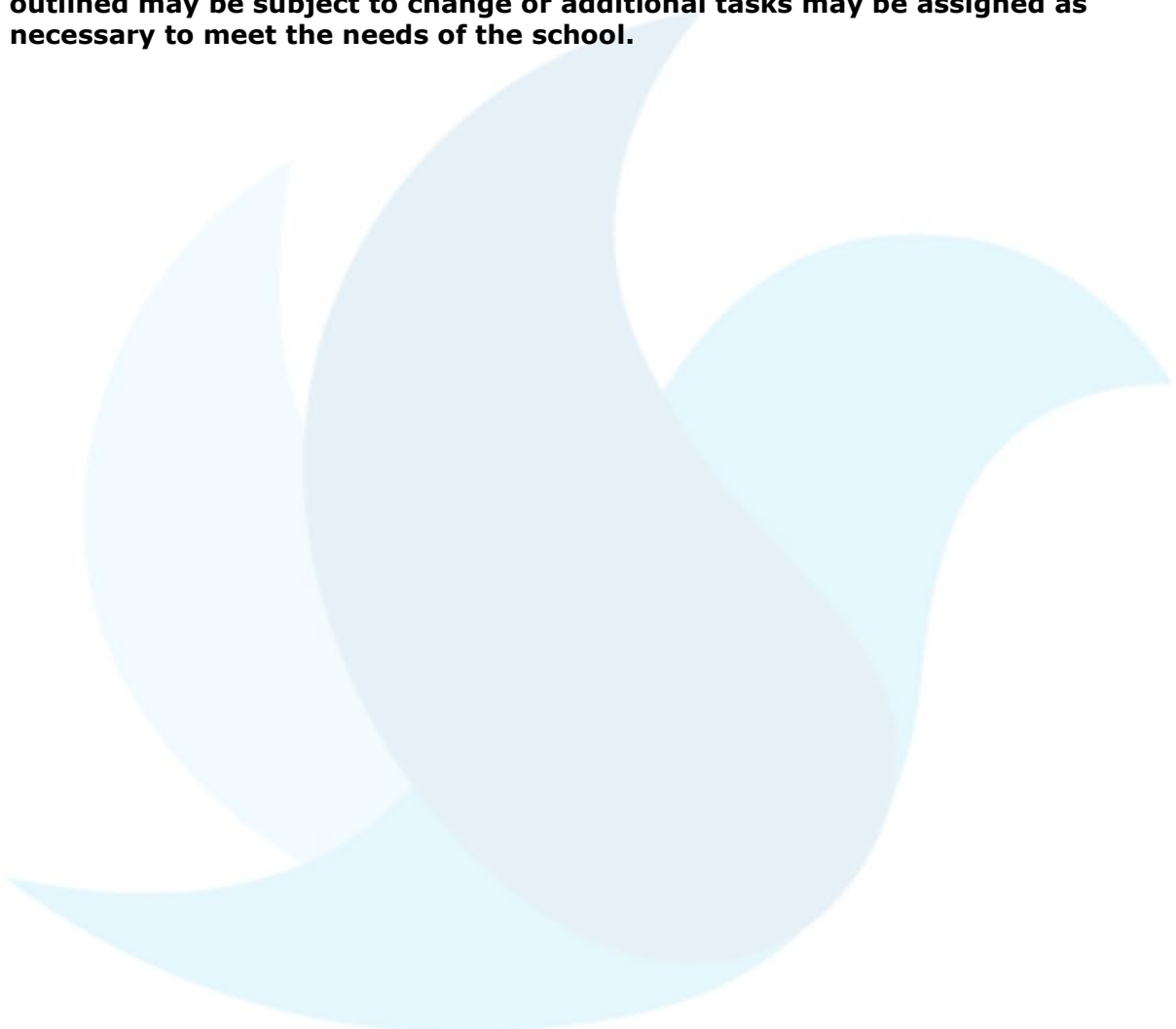
Signed: ..... (Post holder)

Date: .....

Signed: ..... (On behalf of WSAPC)

Date: .....

**This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required. The duties and responsibilities outlined may be subject to change or additional tasks may be assigned as necessary to meet the needs of the school.**



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## **Person Specification**

### **Qualifications & Knowledge**

- Good standard of education with GCSE (or equivalent) in English and Maths at Grade C/4 or above.
- Relevant qualification and/or substantial experience within safeguarding, education, Early Help, children's services, family support or a related professional setting, together with specialist safeguarding knowledge appropriate to the role. Knowledge of SEND, trauma-informed practice, and strategies for supporting pupils with SEMH needs.
- Relevant safeguarding training appropriate to the candidate's professional background, with a requirement to complete recognised Designated Safeguarding Lead (DSL) training upon appointment where this has not already been undertaken.
- Strong knowledge and understanding of safeguarding and child protection practice, including thresholds, referrals, information sharing, early intervention and multi-agency working.
- Understanding of statutory safeguarding requirements within education, or substantial transferable safeguarding knowledge gained within Early Help, children's services or a related professional setting.
- Understanding of contextual safeguarding and the wider risks and vulnerabilities affecting children and young people.
- Understanding of professional curiosity and the importance of considering the wider context of a child or young person's circumstances.
- Knowledge and understanding of effective safeguarding recording and case management.
- Understanding of quality assurance and how audit, review and learning can be used to improve professional practice.
- Understanding of SEND, SEMH, trauma-informed practice and barriers which can affect children's engagement with education.
- Understanding of the relationship between safeguarding, attendance, exclusion, SEND and wider barriers to accessing education.

### **Experience**

- Significant experience of working with children, young people and families where safeguarding, vulnerability or additional support needs are a key feature.
- Relevant safeguarding experience gained within education, Early Help, family support, children's services or a related professional setting.
- Experience of assessing safeguarding concerns, risk and vulnerability and contributing to appropriate plans, interventions and escalation.
- Experience of working with children and young people with additional needs, SEMH or significant barriers to education.
- Experience of building positive and effective relationships with children and young people who may be reluctant to engage or experiencing significant vulnerability.
- Experience of effective multi-agency working, including appropriate information sharing and professional challenge.
- Experience of providing safeguarding advice, guidance or support to colleagues and other professionals.
- Experience of reviewing information or practice, identifying areas for improvement and contributing to improved outcomes for children and young people.

- Experience as a Designated Safeguarding Lead (DSL) or Deputy DSL.
- Experience of Early Help assessment, planning and intervention.
- Experience of safeguarding audit, quality assurance, case review or service improvement.
- Experience of developing safeguarding policies, procedures or professional guidance.
- Experience of developing or delivering safeguarding training.
- Experience within schools or another setting / service supporting children and young people with complex needs.

**Skills & Abilities**

- Strong professional judgement, with the confidence to identify, question and appropriately challenge safeguarding practice.
- Ability to assess and interpret safeguarding information, identifying patterns, contextual concerns, emerging risks and areas requiring further action.
- Strong analytical and problem-solving skills, with the ability to use learning from individual cases to inform wider practice.
- Strong communication and interpersonal skills, with the ability to communicate sensitive safeguarding matters clearly and develop positive professional relationships with children and young people, families, colleagues and external professionals.
- Ability to provide clear, practical safeguarding advice and guidance whilst maintaining appropriate professional challenge.
- Strong written communication skills, including policy, audit, action plan and report writing.
- Ability to coordinate actions across professionals, teams and services and ensure appropriate follow-through.
- Ability to contribute to and deliver safeguarding training and support the development of professional practice.
- Ability to work proactively and independently, prioritising competing demands and responding appropriately to emerging safeguarding concerns.
- Ability to adapt communication and approaches to meet the diverse needs of children and young people.
- Ability to maintain confidentiality and manage highly sensitive information appropriately.
- Able to manage conflict, respond positively to challenging behaviour and maintain professional focus in challenging or emotionally demanding circumstances.
- Ability to use appropriate ICT and safeguarding recording systems effectively.

**Equalities**

- Commitment to the principles of equality, diversity, and inclusion, and ability to carry out duties in accordance with the WSAPC Equalities Policy.

**Other Requirements**

- Ability to travel between locations across West Sussex.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undertake training and development relevant to the role.