

DESIGNATED SAFEGUARDING LEAD JOB DESCRIPTION

Job Title:	Designated Safeguarding Lead
Reporting to:	Business Manager
Location:	Primarily at home with some time on location in Woking, Surrey, and surrounds, for Sessions and Training
Contract:	12 hours per week (40 weeks, Term-time +2 weeks)
Salary:	£28,350 Pro rata

About Us:

Appeer is a Community Interest Company (CIC) set up to deliver services that support autistic girls and women (and those assigned female at birth) to connect with peers, to develop their life/work skills and to support their wellbeing. We provide in person and online activity groups and programmes, alternative provision, events and resources for those in the community that we serve, their parents/carers and other professionals. We are not a therapeutic setting and as such do not offer clinical support or 1:1 supervision. We were established in 2019 and have since grown rapidly from a small startup to a robust small-medium enterprise with a turnover of £250k and serving 400 beneficiaries a year.

Job Summary

At Appeer, we are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The Designated Safeguarding Lead (DSL) is a member of the team at Appeer that takes lead responsibility and management for all safeguarding matters that effect our young people, parents, and staff by providing support and guidance on issues, procedures and training that relate to safeguarding.

The DSL will work across all levels of the organisation supporting and working with Deputy Designated Safeguarding Leads (DDSL) as well as facilitators and senior management team. They will be working with young people, parents and liaising with professionals from external agencies such as Local authorities and schools. The DSL will also be working with and supported by the CEO and the Safeguarding Director.

Main duties and responsibilities

Managing referrals and safeguarding concerns

- Managing and responding to all reported safeguarding concerns across the organisation.

- Supporting staff to make referrals to the local authority children's social care team where appropriate
- Referring to the Local Authority Designated Officer (LADO) where appropriate
- Keeping detailed, accurate secure records of concerns or referrals
- Understand the importance of information sharing within the organisation and with external partner agencies
- Understand relevant data protection legislation and regulations - Data Protection Act 2018 and UK General Data Protection Regulation
- Liaise with multiagency professionals and attend multiagency meetings as required.
- Ensure referrals and concerns are followed up
- Being the point of contact for all safeguarding enquiries

Organisation Responsibilities

- Ensuring safeguarding policies and procedures are reviewed and revised annually.
- Ensuring adherence to the latest UK legislation and statutory guidance and being aware of any upcoming changes to proactively develop internal policies and procedures.
- Work alongside the Safeguarding Director and CEO to fulfil organisation auditing and reporting requirements
- Provide yearly training to all staff members and volunteers to ensure everyone has up to date knowledge in respect of safeguarding
- Provide additional training to all staff members as identified

Support and Guidance

- Act as a source of support and guidance for all staff, children, young people and their families
- Support staff to help them feel confident on matters relating to wellbeing and safeguarding, including identifying and reporting safeguarding concerns.
- Promote supportive engagement with children, young people, their parents and carers.
- Signpost staff, young people, parents and carers to support as required
- Providing support and guidance to staff and managers to enable them to complete support needs assessments and risk assessments in reference to safeguarding and future support where appropriate

Raising Awareness

- Ensure each member of staff has access to and understands the safeguarding policy and procedures, including volunteers
- Take part in the induction of new staff members to ensure they are aware of safeguarding policies and procedures
- Ensure the safeguarding policy is available publicly
- Make links with the Surrey Safeguarding Children's Partnership to make sure staff are aware of any training opportunities or updates to local policy

Training

- The DSL should receive appropriate training at least every 2 years and refresh their knowledge through training opportunities and local DSL network meetings
- Have working knowledge of how local authorities manage referrals and conduct child protection conferences to ensure the effectiveness of referrals and contributions
- Proactively keeping up to date with relevant legislation and statutory guidance.

Person Specification

Criteria	Qualities
Qualifications	• Up to date DSL training (or recent previous DSL training) • GCSE English and Maths • Degree or equivalent
Experience	• Prior DSL / DDSL role within an education setting or similar • Successful management experience within an education setting, charity setting or similar • Experience of managing safeguarding in an education setting or similar, including: ○ Building relationships with children, young people and their parents and carers ○ Establishing effective working with relevant partner agencies ○ Supporting staff to ensure excellent safeguarding practices ○ Effective and timely management of safeguarding concerns • Understanding the lived experience of autistic women and girls and how this impacts safeguarding • Demonstrable experience of designing and implementing safeguarding processes and procedures • Experience of delivering training
Knowledge and skills	• Knowledge of the relevant legislations and statutory guidance in relation to safeguarding, working with children and young people alongside knowledge of the responsibilities of education settings and other agencies. • Awareness of local and national agencies that provide support for children, young people and their families • Ability to adapt approach to support the diverse requirements of our community. • Excellent record keeping skills with an attention to detail and timeliness. • Ability to effectively prioritise workload • Excellent written and verbal communication skills

	• Good IT skills • Effectively communicate with, establish and maintain relationships with a wide variety of stakeholders
Personal qualities	• Being committed to ensuring the safety and welfare of our community • Desire to learn and stay up to date with training as well as changes to legislation and statutory guidance • Upholding Appeer values

Application deadline is **12th November 2025** at 5pm. Please send your complete application to our Administrator Sarah Nolan at sarah@appeer.org.uk.