



Stamford American  
SCHOOL HONG KONG

## **Designated Safeguarding Lead** **Position Description**

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Position Title:</b>    | <b>Designated Safeguarding Lead</b> |
| <b>Employer:</b>          | <b>Stamford American School</b>     |
| <b>Location:</b>          | <b>Hong Kong</b>                    |
| <b>Employment Status:</b> | <b>Fixed</b>                        |
| <b>Reports to:</b>        | <b>Head of School</b>               |

### **Position Description:**

The role of the Designated Safeguarding Lead is to be responsible for safeguarding and child protection across the school. They will provide support to develop, implement, promote, and amend policies, processes and practices that promote an effective 'Culture of Care' and ensure the welfare of students and staff.

### **Role responsibilities**

The DSL will:

- lead safeguarding and child protection in the school.
- act as a source of safeguarding support, advice, and expertise for all staff.
- liaise with staff, including pastoral, wellbeing, school nurses, learning support team on matters of child protection and safeguarding to ensure relevant support is given to all students.
- work collaboratively with all other safeguarding stakeholders in the schools e.g., health and safety, EVC, HR, operations.
- ensure each member of staff has access to, and understands, the school's Safeguarding and Child Protection Policy and Procedures and the Code of Conduct, including operational, third party and part time staff.
- collaboratively, with the Leadership team, monitor and evaluate the effectiveness of the implementation of all safeguarding related policies and procedures across the school.
- with the support of the head of school, review, and action all low-level concerns and self-reports. Securely store all such reports.
- support the head of school with the information finding section of an allegation, if required.
- write, monitor, and review an annual safeguarding development plan.
- with the DDSL, lead all child protection cases including team around the child meetings, action planning, record keeping and case reviews.

Stamford American School Hong Kong  
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- build and maintain effective working relationships with external specialists (statutory, voluntary, and private) who contribute to the assessment, intervention, and support of a child in need.
- ensure that lessons learnt from case management are considered and shared to improve safeguarding.
- actively engage with case management reviews with the regional safeguarding lead and / or DSL peers.
- undergo training to ensure the acquisition of knowledge and skills required to carry out the role.
- in addition, DSLs should attend a breadth of training, at least annually, to allow them to build capacity.
- develop a school training plan that builds capacity, understanding and skills associated with child protection and safeguarding.
- monitor and record all training for academic, non-academic staff and operations staff to ensure the appropriate level of training is undertaken.
- attend regional DSL meetings/ cluster/ hub meetings.
- understand the unique risks associated with online safety and be able to lead or source relevant training for staff and students so to keep children safe whilst they are online at school and to support children to learn skills to keep safe online at home.
- understand and support the school's commitment to community cohesion and provide advice and support to staff on protecting children from the risk of radicalisation and extremism.
- encourage a culture of listening to children, informally and formally through voice of the student activities that enable the school to take account of student wishes and feelings.
- be alert to the additional risks that children who require learning support and identify as LGBTQA+ face.
- provide advice on appropriate curriculum for safeguarding topics, relationships, and sex education and PSHE.
- liaise with the EVC regarding safeguarding on educational visits
- understand the governance procedure for safeguarding including the Annual Proprietor's Review of Safeguarding.
- prepare for the above review, take an active role in sharing safeguarding practice with the independent reviewer, act on the subsequent action points so that the school continues to move towards compliance in relation to all safeguarding policies and expectations.
- to actively take part in Year B peer reviews.
- annually review the safeguarding policies under the guidance of the regional safeguarding lead.
- provide monthly data to the regional and global team, as required.
- coordinate, write and submit any required safeguarding reports to the regional office;
- support and/or lead the resolution of safeguarding concerns and complaints.



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**Terms of the Position:**

- 1 year commitment
- Time release .50
- Arrive back at school for Induction one day before other returning staff to help assist new teachers in their orientation
- Additional stipend