



# TRENT COLLEGE

## CANDIDATE INFORMATION





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## Welcome

Trent College is an independent co-educational boarding and day school, located in Long Eaton, Nottinghamshire. Founded in 1868, we have been providing a first-class education for over 150 years.

Set in a beautiful 45-acre campus we enjoy state-of-the-art facilities, including modern classrooms, sports facilities, and boarding houses. With traditional foundations and a modern outlook, Trent College is renowned for providing an excellent education for its 1,200 pupils.

The Elms is our Nursery and Junior School which provides a stimulating and nurturing environment to our youngest children, aged 6 weeks to 11 years. The two schools work closely together and share the same vision, aims and ethos. Together, we give the highest priority to the quality of our academic provision. Alongside a strong focus on sports, music, drama and a wide range of co-curricular activities to develop our pupils' character and resilience, to prepare them for the modern world.

Rated 'Excellent' across the whole school by the Independent Schools Inspectorate in 2021, Trent College has a strong academic record, with a high percentage of students achieving top grades in their examinations and going on to study at some of the best universities in the UK and abroad.

We have highly qualified and experienced teaching staff who are committed to providing an excellent standard of education. We also have a large population of support staff, ensuring that our friendly school and beautiful campus operate to the very highest standards.



**TRENT**  
COLLEGE

[www.trentschools.net](http://www.trentschools.net)

## Our Location

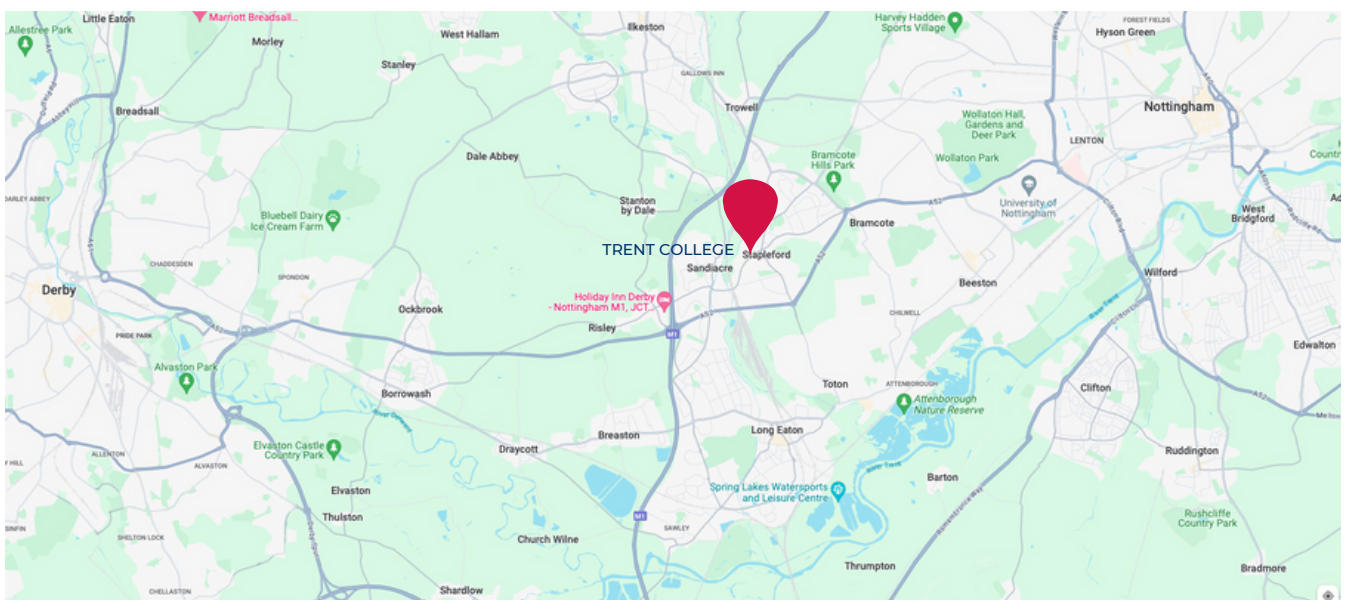
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

Ideally located at the heart of the UK's motorway system, we are only 2 miles from junction 25 of the M1, which provides easy access to the M42 and A1.

Reaching Trent College by rail couldn't be easier. Long Eaton boasts its own train station, located 1.5 miles from the schools. Rail routes through Long Eaton run along the Midlands Main Line route, with direct routes to London, Loughborough, Leicester, Birmingham, Nottingham, Derby, Chesterfield and Sheffield.

## Our Local Community

Working in partnership and serving the community are natural and very important values at Trent College and The Elms. We work with many local schools in Long Eaton and the wider Erewash borough to increase opportunities and aspirations, and to share the school's excellent grounds, facilities and specialist staff.



# Designated Safeguarding Lead

## Job Description

### Overview

The successful candidate will:

- Champion a culture of safeguarding and child protection across the School, helping to ensure it is a safe, happy and purposeful environment for all pupils.
- Manage and oversee the safeguarding framework across Trent College and The Elms including EYFS, in all matters related to Safeguarding and Child Protection, with reference to national legal compliance and relevant school policies.
- Provide safeguarding leadership and act as a source of expertise, advice and support on all matters relating to safeguarding across the school community.
- Take overall responsibility for safeguarding and child protection (including online).
- Be available for staff in the school to discuss any safeguarding concerns.
- Work within the Senior Leadership Teams to make safeguarding a strategic focus for all areas of the school.
- Ensure that the school is able to respond to any safeguarding issues that arise outside of normal school hours.
- Liaise closely with the Heads (Head of Trent College and the Head of The Elms) and the Deputy Heads, Pastoral, of Trent College and The Elms.

The DSL is a member of:

- Trent College Senior Leadership Team
- Trent College Welfare Team
- The Elms Welfare Team
- Trent College Full Pastoral Group

The DSL reports on Safeguarding to:

- The Child Protection, Welfare and Boarding Governor Sub-committee
- The Full Governing Body

Line Manager: Trent College Deputy Head (Pastoral)

### **Summary of Duties**

The following list is indicative and subject to change in line with regulatory requirements. It is essential that the DSL is able to work flexibly and adapt their practice to meet the needs of the school.

Area of Responsibility	Key Duties
Relationships	<ul style="list-style-type: none"><li>• Ensure that the Safeguarding Team is always known and contactable.</li><li>• To act as a source of support, advice, and expertise for all staff.</li><li>• Build a strong, professional relationship with the Local Authority Designated Officers (LADO), referring, responding, and attending meetings as required.</li><li>• Act as a point of contact with the safeguarding partners generally and specifically as the Single Point of Contact [SPOC] for PREVENT.</li><li>• Liaise with the 'case manager' and the local authority designated officers (LADO) for child protection concerns in cases which concern a member of staff.</li></ul>

Relationships continued	<ul style="list-style-type: none"> <li>• Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children.</li> <li>• Encourage a culture of listening to children and taking account of their wishes and feelings among all staff, in any measures the school may put in place to protect them.</li> </ul>
Information sharing and record keeping	<ul style="list-style-type: none"> <li>• Ensure the prompt referral of cases to the necessary authorities and bodies as appropriate.</li> <li>• Attend Multidisciplinary Team Meetings and Safeguarding Team Meetings.</li> <li>• Liaise with admissions in relation to any potential safeguarding concerns pertaining to prospective/new pupils.</li> <li>• Liaise with admissions to implement Children Missing in Education (CME) procedures when appropriate.</li> <li>• Review with Deputy Heads, Pastoral trend and patterns in attendance and absence, both for individuals and groups.</li> <li>• Manage and monitor safeguarding systems of reporting and recording, ensuring these are robust, fit for purpose and well communicated.</li> <li>• Liaise with the Heads to inform them of issues, especially enquiries under section 47 of the Children Act 1999 and police investigations.</li> <li>• Raise awareness in school of children who have or have had a social worker, or act as Young Carers to promote high aspirations for this cohort. This will include supporting staff to provide academic support or adjustments to help these children reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.</li> <li>• Understand the importance of, and ensure, information sharing both within the school and with other schools on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations and practitioners.</li> <li>• Understand relevant data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).</li> <li>• Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.</li> <li>• Refer cases of suspected abuse and neglect to the local authority children's social care as required and support staff who make referrals to local authority children's social care.</li> <li>• Refer cases to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme.</li> <li>• Support, when necessary, with regard to DBS/TRA referrals managed by the Heads.</li> <li>• Help promote educational outcomes by sharing information about welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with school staff.</li> </ul>
Investigations	<ul style="list-style-type: none"> <li>• Ensure that safeguarding concerns and cases are investigated and reported thoroughly, ensuring the Heads and Deputy Heads, Pastoral are kept informed.</li> <li>• Ensure the investigation, recording and review of low-level concerns are effective.</li> </ul>



Training	<ul style="list-style-type: none"> <li>• Provide induction training for all new staff and maintain and develop suitable levels of training and expertise for all members of the safeguarding teams and across the wider staff body.</li> <li>• Ensure staff are trained at the right level for their role and this is refreshed according to the KCSIE guidance.</li> <li>• Ensure each member of staff has access to, and understands the school's child protection policy and procedures including new and part time staff.</li> <li>• Link with safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.</li> <li>• Undertake training necessary to provide them with the knowledge and skills required to carry out the role. The training should be updated at least every two years. The DSL must also undertake Prevent awareness training.</li> <li>• Ensure Governors receive timely and appropriate safeguarding training and updates.</li> <li>• Provide a termly safeguarding update for staff.</li> <li>• Ensure that staff receive appropriate training in online safety.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Report annually to the Full Governing Body.</li> <li>• Report on a termly basis to the Child Protection and Welfare Sub-Committee of the Governing Body.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Contribute to ensuring the school's ongoing adherence to ISI and Ofsted regulations and readiness for inspections in all aspects that relate to safeguarding.</li> <li>• Promote positive educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing or have experienced and identify the impact that these issues might be having on children's attendance, engagement, and achievement at school.</li> <li>• Ensure that child protection files are kept up to date through the use of the MyConcern online case management system. Information should be confidential, comprehensive, accurate and stored securely.</li> <li>• Understand 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.</li> <li>• Ensure the school's child protection policy is reviewed annually and the procedure and implementation are updated and reviewed regularly.</li> <li>• Understand the importance of the role the designated safeguarding lead has in providing information and support to local authority children social care to safeguard and promote the welfare of children.</li> <li>• Understand the lasting impact that adversity and trauma have, including on children's behaviour, mental health and wellbeing and what is needed in responding to this in promoting educational outcomes.</li> <li>• Understand and promote the specific needs of children with SEND and those with relevant health conditions and young carers.</li> </ul>

General continued	<ul style="list-style-type: none"> <li>• Understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation.</li> <li>• Understand the unique risks associated with online safety and ensure that staff have the knowledge and capability required to keep children safe whilst online or at school.</li> <li>• Recognise the additional risks that children with SEND face online and provide appropriate support to those children.</li> </ul>
Pupil Support	<ul style="list-style-type: none"> <li>• Develop education programmes to support pupils, who may have been sanctioned for safeguarding issues.</li> <li>• Develop systems for ensuring that pupil voice is able to inform safeguarding culture and practice.</li> <li>• Ensure pupils understand safeguarding arrangements and how to report concerns.</li> <li>• Promote safe behaviours (including online).</li> <li>• Liaise with the Heads of PSHE to ensure that safeguarding issues are covered appropriately in the PSHE programme across the school.</li> <li>• Contribute to the delivery of the PSHE programme across the school.</li> </ul>
Boarding	<ul style="list-style-type: none"> <li>• Visit each boarding house once per term to check on general welfare and safeguarding arrangements.</li> <li>• Ensure appropriate arrangements for Guardians is in place.</li> <li>• Ensure that travel arrangements for international pupils are safe and do not present a safeguarding risk.</li> <li>• Ensure that boarders understand how to act safely and report concerns in the boarding community.</li> </ul>
EYFS	<ul style="list-style-type: none"> <li>• Have an appropriate understanding of the safeguarding and welfare requirements of the EYFS, (Statutory framework for the early years' foundation stage), ISI and Ofsted regulations for under twos.</li> <li>• Lead EYFS staff meetings to ensure suitable safeguarding training is in place for all members of the EYFS and keep staff informed about any updates to safeguarding legislation and best practices.</li> <li>• Work collaboratively with the EYFS team to promote a safe and secure environment for the schools' youngest children.</li> </ul>

## Person Specification

Criteria	Essential	Desirable
Character	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Candour</li> <li>• Diplomacy</li> <li>• Discretion</li> <li>• Flexibility</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Excellent and up to date understanding of statutory/national guidance/legislation relating to safeguarding.</li> <li>• Understanding of child development and safeguarding issues in education and society.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with a student information system.</li> <li>• Familiarity with government portals.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent communicator – written and verbal to individuals and groups across all levels.</li> <li>• Collaborative and a team player.</li> <li>• Ability to manage priorities and timeframes.</li> <li>• Calm under pressure.</li> <li>• Able to deal with challenging and emotional situations.</li> <li>• Attention to detail.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Professional experience or training which has developed an effective understanding of the requirements in a senior safeguarding role.</li> <li>• People management experience (within safeguarding).</li> <li>• Evidence of appropriate professional development for the role of Designated Safeguarding Lead</li> <li>• Experience of working with external agencies in line with policies and protocols.</li> <li>• Understanding of the relationship between policy and practice.</li> <li>• Relevant experience of developing and embedding effective practice in a workplace culture.</li> </ul>	<ul style="list-style-type: none"> <li>• MIS system experience.</li> <li>• Cultural training and development.</li> <li>• Experience of working within the education sector.</li> <li>• Proven capacity to work effectively with children and their parents.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Relevant professional qualification.</li> <li>• Degree level (or professional role held at this level).</li> </ul>	





## Terms and Benefits

- Monday to Friday during term-time. In addition you will be required to work 10 days during the school holidays (or occasionally on a Saturday) as agreed with your line manager. This will be discussed further at the interview stage.
- 37.5 hours per week, however the role does require some flexibility.
- A salary equivalent to £40,000 to £50,000 FTE, subject to skills and experience.
- Staff can enjoy free lunches in the Obolensky Dining Hall during term time.
- Free car parking is available on site and staff have access to a cycle to work scheme.
- Staff are able to make free use of the school gym, swimming pool and leisure facilities at designated staff times.
- A defined-contribution pension scheme is available.
- Enhanced sick pay is available to all staff.
- Staff are eligible for fee remission for children attending the school, in line with our policy.



## Making an application

Candidates who wish to apply for this post should download an application form from our website and email it to [recruitment@trentcollege.net](mailto:recruitment@trentcollege.net) Please also attach a covering letter addressed to the Head, Mr Bill Penty.

The closing date for applications is 15 April 2024 at noon.

If you have any questions please email [recruitment@trentcollege.net](mailto:recruitment@trentcollege.net) or telephone 0115 849 49 49 during term time.

*Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Trent College.*



Trent College, Derby Rd, Long Eaton, NG10 4AD