



Designated Safeguarding Lead (DSL) Job Description

The DSL is Bridget Perks (Deputy Principal) and she has lead responsibility to receive and respond to any concerns relating to child protection and safeguarding including online safety concerns.

The DSL is a member of the school's Senior Leadership Team.

There is a regular meeting with the DSLs, the Principal and the Designated Governor for Safeguarding at which updates to policy and practice are presented and scrutinised. The Safeguarding Policy is reviewed annually and updated more frequently as required by national legislation.

Training

The DSL undergoes training with the LSSCB to provide them with the knowledge and skills required to carry out the role. This training is updated every two years.

The DSL undertakes Prevent Awareness training.

In addition, to the formal training set out above, their knowledge and skills are refreshed at regular intervals, (this might be via e-bulletins, meeting other DSLs, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, including local criteria for action and local authority children's social care referral arrangements
- Have a working knowledge of 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
- Understand the importance of the DSL role in providing information and support to the local authority children social care to safeguard and promote the welfare of children
- Understand the lasting impact that adversity and trauma can have on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes
- Are alert to the specific needs of children in need, those with special educational needs, those with relevant health conditions and young carers
- 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
- understand the unique risks associated with online safety and are confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school
- can recognise the additional risks that children with SEN and disabilities (SEND) face online,
- Obtain access to resources and attend any relevant or 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 School may put in place to protect them.

Understanding the views of children

It is important that all children feel heard and understood. DSLs should be supported in developing knowledge and skills to:

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff
- Understand the difficulties children have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Managing referrals

The DSL 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 a 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
- Refer cases where a crime may have been committed to the Police as required

Work with others

- Liaise with the Principal to inform of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. The DSL should be aware of the requirement for children to have an Appropriate Adult with them
- Work with the "case manager" and designated officer(s) at the local authority for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
- Liaise with mental health teams where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents especially where families may be facing challenging circumstances

Raise Awareness

- The DSL should ensure each member of staff has access to and understands the School's Safeguarding and Child Protection Policy and that it is used appropriately.
- Ensure the School's Safeguarding Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the Safeguarding and Child Protection Policy is available publicly and parents know referrals about suspected abuse or neglect may be made and the role of the School in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child Protection File

- The DSL should keep detailed, accurate, secure written records of concerns and referrals and understand the purposes of this record keeping
- The DSL is responsible for ensuring that child protection files are kept up to date in a secure and confidential place with restricted access. Records should include a clear and comprehensive summary of the concern, details of the action taken, and decisions reached and the outcome.
- Where children leave the School the DSL will ensure 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. An

understanding that The Data Protection Act 2018 is not a barrier to sharing information to promote the welfare and protect the safety of children.

- In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Availability

- During term time the DSL (or Deputy) should always be available (during School hours) for staff in the School to discuss any safeguarding concerns. Whilst the DSL (or Deputy) would be expected to be available in person, but in exceptional circumstances availability via phone, Skype or other such mediums is acceptable.
- Cover arrangements for any out of hours / out of term activities are detailed on the out of hours on call rota.