

## Designated Safeguarding Lead

### Role Description

Appointed by Governing Body on behalf of Trustees.

Post holder must be an appropriate senior member of staff on the school leadership team with the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

### Role Purpose

To take lead responsibility for child protection.

### Responsibilities

#### Managing referrals

1. Refer all cases of suspected abuse to the local authority children's social care and:
  - The designated officer(s) for child protection concerns (all cases which concern a staff member),
  - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
  - Police (cases where a crime may have been committed).
2. Liaise with the Head of School, Director of Education, CEO and Safeguarding Trustee to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
3. Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
4. If the DSL is the Head of School, they should receive and manage any allegations made against staff. If they are not the Head of School, the Head of School or Director of Education must deal with such allegations. Allegations against staff must be dealt with in accordance with para. 356 of Keeping Children Safe in Education 2022. (Allegations against the Director of Education must be dealt with by the Chair of Governors.).

## Training

The designated safeguarding lead should receive appropriate training carried out every two years in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- 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.
- Ensure each member of staff has access to and understands the school's Safeguarding and Child Protection Policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers. (Section 17(10) Children Act 1989: those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health and development is likely to be significantly impaired without the provision of such services, or disabled children.).
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- 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.

## Raising Awareness

The designated safeguarding lead should ensure the school's policies are known and used appropriately:

- Ensure the school's Safeguarding and Child Protection Policy is reviewed annually 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 are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Ensure SMT follows the requirements of Safer Recruitment when selecting appointment teams.
- Link with the Local Safeguarding Children Board to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school 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.