



**'The JOY of the Lord is Your Strength' (Nehemiah 8:10)**

**St. John's CE Primary School**

**The Role of Our Designated Safeguarding Lead**

### **Main areas of responsibility**

Our DSL will:

- Take lead responsibility for safeguarding and child protection
- Support staff members to carry out their safeguarding duties
- Liaise closely with children's social care and other services

The DSL's main responsibilities are set out on page 20 and in Annex B of [Keeping Children Safe in Education](#) (KCSIE).

### **Managing referrals**

Our DSL should refer cases:

- Of suspected abuse to the local authority (LA) children's social care team as required, and support any staff who do so
- To the Channel programme where there's a radicalisation concern, and support any staff who do so
- To the Disclosure and Barring Service (DBS), if a person is dismissed or leaves due to risk or harm to a child
- To the police, where a crime may have been committed

### **Working with others**

Our DSL will need to work with your 3 safeguarding partners:

- The LA
- Clinical commissioning group (within the LA)
- Chief office of police (within the LA)

The 3 safeguarding partners will have published arrangements for how they'll work with relevant agencies (which will likely include your school).

If named as a relevant agency, the school has a statutory duty to co-operate with the published arrangements. The DSL needs to familiarise themselves with the arrangements so the school can meet these expectations.

They'll also work with other agencies in line with [Working Together to Safeguard Children](#).

Our DSL will liaise with:

- The headteacher – to inform them of issues, especially enquiries under section 47 of the Children Act 1989 and police investigations
- The 'case manager' and the designated officers at the LA – for child protection concerns involving a staff member
- Staff – as a source of safeguarding support, advice and expertise, and when deciding whether to make a referral by liaising with relevant agencies

#### Raising awareness

Our DSL should:

- Work with the governing board to make sure your school's child protection policy is reviewed at least every year, and that safeguarding procedures are updated regularly
- Make sure that the child protection policy is publicly available
  - And make sure parents are aware that your school may make referrals about suspected abuse
- Work with local safeguarding partners to make sure staff know about training opportunities and the latest local policies on safeguarding
- Help promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children (including those with a social worker) are experiencing, or have experienced, with teachers and other staff. For example by:
  - Making sure that staff know who these children are, understand their academic progress and attainment, and maintain a culture of high aspirations for them
  - Supporting teaching staff to identify the challenges that children in this group might face, and the additional academic support and adjustments that they could make to best support them

#### Child protection file

Your DSL needs to make sure that where a pupil leaves your school, their child protection file is transferred securely to the new school as soon as possible. This means transferring it separately from the main file and getting a confirmation of receipt.

They should also consider whether it would be appropriate to share any information with the new school or college before the child leaves. This may be useful, for example, if it would help the new school or college to have the right support ready for when the child arrives.

#### Expectations for the DSL and deputies

- Be a senior member of staff from your school's leadership team
- Have this role explicitly set out in their job description
- Have the time, training, resources and support to:
  - Advise and support other staff on issues including child welfare and child protection
  - Take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so
  - Contribute to the assessment of children

The [Department for Education \(DfE\)](#) confirmed that the DSL doesn't need to have qualified teacher status or be a full-time employee. However, they (or a deputy) are expected to be available at all times during term time (more on this below), so you must have child protection arrangements and processes in place for when the DSL is not present.

## Deputy DSLs

We can decide whether to appoint 1 or more deputy DSL and what their arrangements are.

The deputy will be trained to the same standard as the DSL.

The DfE told us that the deputy doesn't have to be a member of the leadership team, but you should be confident that they have the appropriate authority to stand in for the DSL when necessary.

We can delegate the DSL's activities to deputies, but we shouldn't delegate the lead responsibility for safeguarding – this should stay with the DSL.

## Training

The DSL and any deputies should be trained to gain the knowledge and skills necessary to carry out the role.

This training should:

- Be updated at least every 2 years
- Include [Prevent](#) awareness for counter-terrorism

At the end of training, they should be able to:

- Understand the assessment process for providing early help and intervention
- Know how LAs conduct child protection case conferences and review conferences, and be able to contribute to these
- Make sure all staff have access to and understand your school's child protection policy and procedures
- Be alert to the specific needs of children in need, such as young carers and pupils with special educational needs (SEN)
- Understand relevant data protection legislation, especially the Data Protection Act 2018 and the General Data Protection Regulation
- Keep detailed, accurate and secure written records of concerns and referrals
- Understand and support your school with the requirements of the [Prevent](#) duty
- Understand the risks associated with being online (and the additional risks faced by vulnerable pupils) and know how to keep children safe while they're online at school
- Access resources and attend any relevant training courses
- Encourage a culture of listening to pupils and taking account of their wishes

The DSL and deputies should refresh their knowledge at least every year to understand any developments relevant to their roles. This can be done via:

- E-bulletins
- Meeting other DSLs,
- Reading up on safeguarding developments

## Availability and time allocation

Our DSL, or a deputy, should always be available during school hours for staff to discuss any safeguarding concerns. This means:

- They should normally be available in person
- In some "exceptional" circumstances it might be appropriate for them to be available via phone or a similar medium

