

Designated Safeguarding Lead (DSL) Job Description

Main purpose

Governing bodies will ensure an appropriate senior member of staff, from the school leadership team, is appointed to the role of designated safeguarding lead. This will normally be the headteacher or principal. The Designated Safeguarding Lead (DSL) will take lead responsibility for safeguarding and child protection across the school (including online safety).

The DSL will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children as appropriate in line with their school processes and procedures.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to the deputy DSL and other DSL trained staff but the Lead / Named DSL will retain ultimate lead responsibility for safeguarding and child protection.

Duties and responsibilities

Managing referrals

In line with Garrick Green and Lodge Lane Infant School processes, responsibilities and procedures

The DSL is expected to:

- Refer cases to the:
 - Local authority (LA) children's social care team if they suspect abuse or neglect
 - Channel programme, where there is a radicalisation concern
 - [Disclosure and Barring Service \(DBS\)](#), in cases where a person is dismissed or leaves due to risk or harm to a child
 - Police, in cases where a crime may have been committed
- Support staff who make referrals to the LA children's social care or Channel programme
- Be the ultimate decision maker in respect of all low-level concerns about staff code of conduct, although it is recognised that depending on the nature of some low-level concerns and/or the role of the DSL may wish to consult with the DSL and take a more collaborative decision-making approach.
- Decide whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, they should consult with their LADO.

Working with staff and other agencies

In line with Garrick Green and Lodge Lane Infant School processes, responsibilities and procedures

The DSL is expected to liaise with:

- The headteacher – to inform them of issues, especially enquiries under [section 47 of the Children Act 1989](#) and police investigations. They should be aware of the requirement for children to have an 'appropriate adult' present
- The 'case manager' and the local authority designated officer(s) (LADO) – for all child protection concerns involving a staff member
- The senior mental health lead and, where available, mental health support team – where safeguarding concerns are linked to mental health
- Staff – on matters of safety, safeguarding and welfare (including online and digital safety); when deciding whether to make a referral by liaising with relevant agencies; and as a source of safeguarding support, advice and expertise

They'll also work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:

- Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
- Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school

For example, by:

- Making sure the school knows which children have or have had a social worker, understanding their academic progress and attainment and maintaining a culture of high aspirations for them
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential

The DSL will also promote supportive engagement with parents and carers in safeguarding and promoting children's welfare, including where families may be facing challenging circumstances.

The DSL will work with your 3 safeguarding partners:

- The LA
- Integrated Care Boards within the LA (previously known as the clinical commissioning group)
- Chief officer 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, your school has a statutory duty to cooperate with the published arrangements. The DSL needs to familiarise themselves with the arrangements so your school can meet these expectations.

The DSL will also work with other agencies in line with [Working Together to Safeguard Children](#).

Information sharing and managing the child protection file

In line with Garrick Green and Lodge Lane Infant School processes, responsibilities and procedures

- The DSL is responsible for making sure child protection files are kept up to date. They should make sure files are only accessed by those who need to see them, and that any information sharing happens in line with the guidance set out in KCSIE.

Records **should** include:

- a clear and comprehensive summary of the concern
 - details of how the concern was followed up and resolved
 - a note of any action taken, decisions reached and the outcome.
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- Where a pupil leaves your school, your DSL needs to make sure their child protection file is transferred securely to the new school as soon as possible (within 5 days for an in-year transfer or within the first 5 days of the start of a new term).
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- This means transferring it separately from the main pupil file, ensuring secure transit, and getting a confirmation of receipt.
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- They should also consider whether it would be appropriate to share any additional 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.

Raising awareness

The DSL should make sure that their school's policies are known and used appropriately. This involves:

The designated safeguarding lead should:

- ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- ensure the school's 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 child protection policy is available publicly and parents know that referrals about suspected abuse or neglect may be made and the role of the school or college in this
- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements, and
- 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 teachers and school leadership team

Training, Knowledge and Skills

In line with Garrick Green and Lodge Lane Infant School processes, responsibilities and procedures

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:

- How to identify, understand and respond to specific needs that can increase the vulnerability of children
- Specific harms that can put children at risk
- The processes, procedures and responsibilities of other agencies, particularly LA children's social care
- The assessment process for providing early help and statutory intervention
- How LAs conduct child protection case conferences and review conferences, and be able to contribute to these
- How important their role is in providing information and support to children's social care
- The lasting impact that adversity and trauma can have, and what is needed in responding to this in promoting educational outcomes

They should also:

- Be alert to the specific needs of children in need, those with special educational needs and/or disabilities (SEND) or health conditions, and young carers
- Understand the importance of information sharing, internally and externally
- 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

Furthermore, they should:

- Recognise the additional risks that children with SEND face online, and know how to support them to stay safe
- Obtain access to resources and attend any relevant or refresher training courses
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships that facilitate communication
- Encourage a culture of listening to children, taking account of their wishes and feelings
- Understand relevant data protection legislation, especially the Data Protection Act 2018 and the UK [General Data Protection Regulation](#)
- Keep detailed, accurate and secure written records of concerns and referrals

In addition to more formal training, the DSL and deputies should refresh their knowledge at least every year to understand any developments relevant to their roles. This might be done via:

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

Providing support to staff

In line with Garrick Green and Lodge Lane Infant School processes, responsibilities and procedures

Training should support the designated safeguarding lead in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:

- ensure that staff are supported during the referrals processes, and
- support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

Understanding the views of children

In line with Garrick Green and Lodge Lane Infant School processes, responsibilities and procedures

It is important that all children feel heard and understood. Therefore, designated safeguarding leads (and deputies) 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, and in any measures the school or college may put in place to protect them, and

understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Holding and sharing information

In line with Garrick Green and Lodge Lane Infant School processes, responsibilities and procedures

The critical importance of recording, holding, using and sharing information effectively is set out in Parts one, two and five of this document, and therefore the designated safeguarding lead should be equipped to:

- understand the importance of information sharing, both within the school and college, and with other schools and colleges on transfer including in-year and between primary and

secondary education, and with the safeguarding partners, other agencies, organisations and practitioners

- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), and
- be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

Other areas of responsibility

- All DSL trained staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances.
- The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.
- Ensure that a named person who is DSL trained is available for holiday Operation Encompass information or other urgent issues during the school holidays

This Job Description was given to all DSL trained staff and placed in their personnel files on:

Date 1st March 2024