

Designated Safeguarding lead (DSL)

Job purpose including main duties and responsibilities

General duties

1. Take lead responsibility for safeguarding and child protection, including online safety, at the school.
2. Contribute to creating a safe and welcoming learning environment.
3. Be available during all school hours during term time for staff to discuss any safeguarding concerns. Generally, this should be in person; however, they may be available virtually in exceptional circumstances.
4. Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.

Managing Referrals

5. Act as the first point of contact for staff members raising safeguarding and child protection concerns.
6. Identify pupils who may be at risk and use the correct referral protocol to address these risks.
7. Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
8. Refer cases of suspected child protection issues to the appropriate investigating agency.
9. Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made.
10. Refer cases of suspected abuse to the LA children's social care services (CSCS), and to the police where appropriate.
11. Where radicalisation is a concern, refer cases to the Channel programme.
12. Support staff members who make referrals to external agencies.
13. Notify the DBS of staff who have been dismissed or have left due to posing risk or harm to a child.
14. Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.

Working with Others

15. Act as a source of support, advice and expertise for all staff.
16. Engage with children's social care and specialist services as required.
17. Continuously keep the headteacher informed of any safeguarding issues or ongoing enquiries.
18. Ensure the governing board is kept up-to-date on a regular basis regarding all child protection issues and investigations.
19. Have a good knowledge of local inter-agency arrangements led by the three safeguarding partners (the LA and a clinical commissioning group and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.
20. Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
21. As required, work with the case manager and LA designated officer (LADO) for child protection concerns which involve a member of staff.
22. Work with staff (particularly teachers, pastoral staff, the school nurse, IT technicians, the senior mental health lead and the SENCO) on safeguarding matters.
23. Liaise with the senior mental health lead where safeguarding concerns are linked to mental health.
24. Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
25. Work with the headteacher and other key members of staff, taking the lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on these pupils.
26. Encourage staff members to challenge behaviour that breaches the Staff Code of Conduct.
27. Provide written reports to the governing board and headteacher in a timely manner.

Information Sharing

28. Ensure child protection files are kept up-to-date.
29. Keep detailed, accurate and secure written records of concerns and referrals.
30. Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
31. Understand the importance of information sharing with appropriate staff and external agencies.

32. Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.
33. Attend comprehensive safeguarding and child protection training at least every two years.
34. Undertake Prevent awareness training.
35. In addition to formal training, update knowledge and skills at regular intervals and at least annually.
36. Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.
37. Ensure staff members are aware of the training opportunities that are available to them.
38. Provide training and relevant safeguarding updates to staff and governors as required.
39. Provide comprehensive induction training to new staff and early career teachers (ECTs) with the aim to strengthen their safeguarding skills and experience.
40. As part of all staff members' inductions, conduct safeguarding training that includes the following systems:
 - The Child Protection Policy
 - The Behaviour Policy
 - The Staff Code of Conduct
 - The Children Missing Education Policy
41. Details about their role, including theirs, and any deputy DSLs', identities and contact details
42. Provide safeguarding and child protection guidance to deputy DSLs, where appropriate.
43. Ensure staff members have access to and understand the school's Child Protection and Safeguarding Policy and procedures.
44. Provide advice and support to staff members regarding child protection issues such as radicalisation.
45. Keep staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.

Working with pupils

46. Encourage a culture of listening to pupils and taking account of their wishes and feelings throughout the school and its procedures.
47. Understand the difficulties pupils may have in approaching staff about their circumstances and ensure trusted relationships are built.
48. Be alert to, and understand, the specific needs of vulnerable pupils.
49. Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.