

## **Job Description: Designated Safeguarding Lead (DSL)**

**Position:** Designated Safeguarding Lead (DSL)

**Reports To:** Head

**Leadership** the DSL will be a member of SLT with whole school responsibility for Safeguarding, they may have line management and leadership responsibilities for other aspects of the school. In the context of Safeguarding they will be responsible for the EYFS DSL and Deputy Designated Safeguarding Lead.

**Role Purpose:** The Designated Safeguarding Lead (DSL) will take lead responsibility for safeguarding and child protection (including online safety) within the school. The DSL will ensure that safeguarding policies, procedures, and practices are effectively implemented and adhered to, in line with statutory requirements and best practice.

This role description outlines the core responsibilities and requirements of the Designated Safeguarding Lead (DSL) role based on Annex C of the "Keeping Children Safe in Education 2024" guidance. The role is pivotal in ensuring the safety and well-being of all students.

### **Key Responsibilities:**

#### **Managing Referrals:**

- Refer cases of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern.
- 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 (DBS).
- Refer cases where a crime may have been committed to the Police.
- Liaise with the Headteacher to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

#### **Working with Others:**

- Act as a point of contact with the three safeguarding partners.
- Liaise with the Headteacher and case manager(s) and the Local Authority Designated Officer (LADO) for child protection concerns (all cases which concern a staff member).
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice, and expertise for all staff.

#### **Training and Raising Awareness:**

- Undergo and maintain regular safeguarding training.
- Ensure that all staff undergo safeguarding and child protection training (including online safety) at induction.
- Ensure that sufficient staff have undergone L3 Safeguarding training so that an appropriately qualified person is always on site

- Ensure that staff are aware of the school's child protection policy and procedures and that the policy is available publicly.
- Link with the safeguarding partner arrangements to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Ensure the school's child protection policies are known, understood, and used appropriately.

#### **Record Keeping:**

- Maintain detailed, accurate, secure written records of concerns and referrals.
- Ensure that safeguarding records are stored and transferred in line with Data Protection legislation.

#### **Child Protection File:**

- Ensure that child protection files are kept up to date.
- Ensure records include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved, and a note of any action taken, decisions reached, and the outcome.

#### **Availability:**

- Ensure availability during school hours to discuss any safeguarding concerns.
- Arrange adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.

#### **Policy and Procedure:**

- Ensure the school's child protection policies are known, understood, and used appropriately.
- Review the safeguarding and child protection policies at least annually and provide updates to the governing body.
- Ensure the school's safeguarding and child protection policies are 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 these referrals.

#### **Online Safety:**

- Understand the unique risks associated with online safety and be confident in the school's ability to keep children safe online.
- Recognise the additional risks that children with SEN and disabilities (SEND) face online and ensure mechanisms are in place to mitigate these risks.