



The John Moore Primary School & Little Foxes Playgroup

Job Title:	Designated Safeguarding Lead
Areas of Responsibility:	To take lead responsibility for Child Protection and Safeguarding (including online safety)
Pay Scale:	The Designated Safeguarding Lead (DSL) must be an appropriate senior member of staff, from the school or playgroup leadership team.
Responsible to:	Headteacher (only applicable if DSL is not the Headteacher)

Purpose of Post and Context:

The Designated Safeguarding Lead (DSL) must be an appropriate senior member of staff, from the school/playgroup leadership team. They have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.

The Designated Safeguarding Lead need not be a teacher but must have the status and authority within the management structure to carry out the duties of the post.

At The John Moore Primary School, there is one Designated Safeguarding Lead and two Deputy Safeguarding Leads. At Little Foxes Playgroup, there is one Designated Safeguarding Lead and one Deputy Designated Safeguarding Lead.

All deputy DSLs will be trained to the same standard as the DSL and the role will be explicit in their job descriptions.

The DSL and DDSL(s) should be given the time, funding, training, resources and support to
The John Moore Primary School Designated Safeguarding Lead (DSL) Job

provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Professional Duties and Responsibilities

1. Manage referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- 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 as required; and
- refer cases where a crime may have been committed to the Police as required.

2. Work with others

The designated safeguarding lead is expected to:

- act as a point of contact with the three safeguarding partners;
- liaise with the headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" (as per Part four of Keeping Children Safe in Education 2020) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs, or the named person with oversight for SEN in a college and Senior Mental Health Leads) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

3. Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- 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/playgroup's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
- understand the importance of information sharing, within the school/playgroup, and with the three safeguarding partners, other agencies, organisations and practitioners;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school/playgroup with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school/playgroup may put in place to protect them.

4. Raise Awareness

The designated safeguarding lead should:

- ensure the school/playgroup's child protection policies are known, understood and used appropriately;
- ensure the school/playgroup'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 are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this; and
- 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.
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school/playgroup leadership staff. Their role could include ensuring that the school/playgroup, and their staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; 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 these children.

5. Transfer of Child protection information

Where children leave the school (including in-year admissions) or playgroup the designated safeguarding lead should ensure their child protection file is transferred to the new school/playgroup as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools/playgroups should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or playgroup in advance of a child leaving. For example, information that would allow the new school or playgroup to continue supporting victims of abuse and have that support in place for when the child arrives.

6. Availability

The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, in exceptional circumstances availability will be via phone and/or such media that is acceptable e.g. Microsoft Teams.

Arrangements will be made by the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

This job description meets the current national guidance as set out in Keeping Children Safe in Education 2023.

This job description may be amended at any time following local or national policy changes and will be reviewed annually.

Headteacher/Designated Safeguarding Lead:

Date:

Deputy Safeguarding Leads:

Date: