



JOHN PERRY PRIMARY

Job Description Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) must be a member of the school's Strategic Leadership Team (SLT). 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 leadership structure to carry out the duties of the post

The Designated Safeguarding Lead at John Perry Primary is Annette Rose

Deputy Designated Safeguarding Leads

Deputies will be trained to the same standard as the Designated Safeguarding Lead. Activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies, however, the ultimate lead responsibility for child protection remains with the DSL.

The Deputy Designated Safeguarding Leads are:

- Sue Cross
- Nina Rajan-Weare (trainee)
- Karen Langridge (trainee)

Areas of responsibility:

Policy and procedure:

The DSL must:

- Act as a champion of the school's Safeguarding policy and procedures by ensuring that all staff have access to and understand them
- Induct new members of staff with regard to the school's Safeguarding policy and procedures
- Ensure the school Safeguarding policy is updated and reviewed annually
- Ensure parents and carers have access to copies (electronic and/or paper) of the Safeguarding policy
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct)

Reporting concerns

The DSL has to be equipped with the appropriate knowledge and skills in order to:

- Recognise how to identify signs of abuse and when to make a referral
- Respond appropriately to disclosures or concerns relating to the well-being of children
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Liaise with the Link Governor with safeguarding responsibilities

It is not the role of the DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in the school. This is the responsibility of the Head Teacher or the Chair of Governors where the allegation is against the Head Teacher

Managing referrals

The Designated Safeguarding Lead is expected to:

- Refer cases of suspected abuse to the Barking and Dagenham Children's Social Care as required.
- Liaise with the Head Teacher about safeguarding issues relating to individual children, especially ongoing enquiries under Section 47 of the Children Act 1989
- 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 has left due to risk/harm to a child to the Disclosure and Barring Service (DBS) as required.
- Refer cases where a crime may have been committed to the Police as required

Inter-agency working and information sharing

- As required, liaise with the case manager and the designated officer(s) at the local authority for child protection concerns
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored.
- Attend and contribute effectively to Child in Need (CIN) meetings, Child Protection (CP) conferences, planning and review meetings, including those taking place out of normal working hours

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, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Are able to recognise signs of abuse and how to respond to them, including special circumstances such as child sexual exploitation (CSE), female genital mutilation (FGM), fabrication or induced illness (see chapters 4 and 5 of the [London Child Protection and Safeguarding Procedures](#))
- Understand the common Assessment Framework (CAF) process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- 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's Child Protection Policy and procedures, especially new and part time staff.
- Are alert to the specific needs of children in need (as specified in section 17 of the Children Act 1989), those with special educational needs and young carers
- Are able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the school 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.

- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

Raise Awareness

The Designated Safeguarding Lead should:

- Ensure the school's child protection policies are known, understood and used appropriately.
- Ensure the school's Child Protection Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Governing Board 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.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on Safeguarding.

Transfer of information

Where children move school ensure their child protection file is transferred to the new school immediately and securely. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained. The DSL will make contact with the DSL at the receiving school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner and format. The DSL will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. When a parent elects to remove their child from the school to home educate, the DSL will make arrangements to pass any safeguarding concerns to the Children's Social Care.

Quality Assurance

- Monitor the implementation of and compliance with policy and procedures, including periodic audits of child protection and welfare concerns files (at least once a year as a minimum).
- Complete an audit of the school's safeguarding arrangements at frequencies specified by The Barking and Dagenham Local Safeguarding Children Board.
- Provide regular reports to the Governing Board detailing reviews and changes to policy, training undertaken by staff members and the number of children with child protection plans and other relevant information
- Have lead responsibility for remedying and deficiencies and weaknesses identified in child protection arrangements.

Knowledge and skills

The DSL is expected to:

- Act as a source of support, advice and expertise within the school
- Have a working knowledge of how the Barking and Dagenham Safeguarding Children Board operates
- Ensure all staff are following up to date procedures in line with the national and local expectations
- Act with integrity, maintaining confidentiality at all times

Availability

During term time the Designated Safeguarding Lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns.

The Designated Safeguarding Lead (or deputy) would be expected to be available in person. In exceptional circumstances, availability via phone and or Skype or other such mediums is acceptable.