



## Market Field School – Designated Safeguarding Lead and Deputy Designated Safeguarding Leads, Job Description.

### The Position of Designated Safeguarding Lead (DSL)

- The Board of Trustees has appointed an appropriate senior member of staff, from the school leadership team, to the role of designated safeguarding lead.
- The designated safeguarding lead should take lead responsibility for safeguarding and child protection.
- This DSL will have the appropriate status and authority within the school to carry out the duties of the post.
- They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings – and/or to support other staff to do so – and to contribute to the assessment of children
- There will be appointed deputy designated safeguarding leads who will be trained to the same standard as the designated safeguarding lead
- Whilst the activities of the designated safeguarding lead can be delegated to the deputy, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead; this lead responsibility will not be delegated.

### Key Tasks:

1. Managing referrals The designated safeguarding lead is expected to

- a) refer cases of suspected abuse to the local authority children's social care as required;
- b) support staff who make referrals to local authority children's social care;
- c) refer cases to the Channel programme where there is a radicalisation concern as required;
- d) support staff who make referrals to the Channel programme;
- e) 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
- f) 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

- as required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- act as a source of support, advice and expertise for 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, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:
  - I. understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
  - II. have a working knowledge of how the local authority conducts 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;
  - III. ensure each member of staff has access to and understands the school safeguarding policy and procedures, especially new and part time staff;
  - IV. are alert to the specific needs of children in need, those with special educational needs and young carers;
  - V. are able to keep detailed, accurate, secure written records of concerns and referrals; understand and support the school or college 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
  - VI. obtain access to resources and attend any relevant or refresher training courses; and
  - VII. 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.
  - VIII. Raise Awareness

#### **The designated safeguarding lead should:**

- a) ensure the school safeguarding policies are known, understood and used appropriately;
- b) ensure the school safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the board of trustees regarding this;
- c) ensure the safeguarding 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
- d) link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

**Child protection file (and CPOMS)**

Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This will be transferred separately from the main pupil file if paper copies exist and CPOMS electronically, ensuring secure transit and confirmation of receipt should be obtained.

**Availability**

During term time the designated safeguarding lead (or a deputy) will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. In exceptional circumstances availability via phone and other such media is acceptable. The school and the designated safeguarding lead to will arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.