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

**Job Description**

Responsible to:

Headteachers and Safeguarding Governor

Job Purpose:

To ensure safeguarding and promotion of the welfare of children and young people throughout the whole school takes place. That the school is compliant with current legislation. To help develop the school in its protection of the students.

**Objectives:**

* To work closely with the Headteachers and Safeguarding Governor to ensure the welfare of the children.
* To ensure a safe and secure environment for all pupils
* To ensure that all documentation and policies are compliant and up to date
* To work closely with the Deputy DSLs and hold regular meetings
* To support all staff in relation to safeguarding and child protection matters
* To foster relationships with parents, Governors and local community in order to achieve better welfare of the students
* To take a lead in any safeguarding or child protection issues that arise

**Principal responsibility areas:**

* To keep high quality, detailed, accurate and secure records of concerns, allegations and referrals of any safeguarding issues.
* To communicate with other schools to ensure that files are transferred correctly and securely between schools.
* To maintaining an overview of safeguarding within the school, to maintain open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in place.
* To communicate regularly with the Governor responsible for Child Protection (Dipak Patel) and will discuss any cases of concerns. To meet regularly and record the minutes of any meetings.

**Key Tasks**

* To be the lead DSL and part of a dedicated safeguarding team
* To take lead responsibility for referring all cases of suspected abuse of any pupil to the relevant Local Authority Social Services.
* To keep accurate and secure files of any causes for concerns about child protection.
* To ensure that all staff are trained and up to date on Safeguarding
* To be available to discuss any safeguarding concerns
* To support staff who make referrals to Social Services.
* To make referrals to the Local Authority Designated Officer (LADO) if any case involves a member of staff.
* To liase with the case manager and any Deputy DSLs or relevant members of staff about the any safeguarding case.
* To take part in strategy and inter agency meetings and/or supporting other staff to do so and to contribute to the assessment of children.
* To liaise with the Headmaster and Bursar to ensure that where a member of staff is dismissed or resigns in circumstances where there has been actual harm or risk of harm to a child, referrals are made to the Disclosure and Barring Service or where appropriate, to the National College for Teaching and Leadership (NCTL).
* To make referrals to the police where  crime may have been committed which involves a child.
* To ensure the School's child protection policy, and the implementation of it, is reviewed at least annually and is up to date and liaise with the Governors about this.
* To ensure the child protection policy is available publicly.
* To ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the School's role in this.
* To ensure where children leave the School ensure their child protection file is transferred to the new school or college as soon as possible.  This should be transferred separately from the main pupil file.  The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.
* To acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty.
* To co-ordinating Prevent Duty procedures in the School.
* To work with the Bursar to ensure appropriate vetting and checks are made and recorded for new staff.
* To support all staff who have responsibility for any student whom there are safeguarding or child protection concerns
* To  arrange whole school staff training in Child Protection on a regular basis (currently annually).
* To be responsible for providing Staff and Governors with regular updates on Safeguarding and Child Protection as appropriate.
* To keep a record of all staff training in regards to Safeguarding.
* To personally undertake appropriate training every 2 years.
* To be alert to the specific needs of children in need, those with Special Educational Needs or Disabilities and young carers.
* To remain up to date on best practice and changes to legislation and guidance, and to understand emerging areas of focus for Child Protection.

This job description will be reviewed at regular intervals.