

Annex B: Role of the Designated Safeguarding Lead (DSL)

Appointment and Status

The Governing Body will ensure that an appropriate senior member of staff from the leadership team is appointed as the Designated Safeguarding Lead (DSL). The DSL has lead responsibility for safeguarding and child protection, including online safety and understanding the school's filtering and monitoring systems. This responsibility is clearly reflected in their job description.

The DSL will have the status, authority, time, funding, training, resources and support necessary to carry out the role effectively.

Deputy Designated Safeguarding Leads

The school may appoint one or more Deputy Designated Safeguarding Leads (DDSLs). Deputies will be trained to the same standard as the DSL, and their safeguarding responsibilities will be clearly detailed within their job descriptions.

While aspects of the DSL role may be delegated to appropriately trained deputies, overall responsibility for safeguarding and child protection remains with the DSL and cannot be delegated.

Availability

During term time, the DSL or a deputy will always be available during school hours to discuss safeguarding concerns. Appropriate arrangements will be in place to ensure safeguarding cover during absences, out-of-hours activities, and school holidays.

Where the DSL is unavailable, staff will be made aware of alternative reporting arrangements to ensure concerns can be raised, monitored and acted upon without delay.

Managing Referrals

The DSL is responsible for making and supporting referrals to:

- Children's Social Care where abuse or neglect is suspected.
- The Channel Programme where concerns about radicalisation arise.
- The Disclosure and Barring Service (DBS) where a person has been dismissed or left due to risk or harm to a child.
- The Police where a crime may have been committed.

Working with Others

The DSL will:

- Provide advice, support and expertise to all staff.
- Act as a point of contact for safeguarding partners and external agencies.
- Liaise with the Headteacher regarding safeguarding concerns, including child protection investigations.
- Liaise with the Local Authority Designated Officer (LADO) concerning allegations against staff.
- Work closely with teachers, pastoral staff, school nurses, IT staff, SENCOs and mental health leads.
- Engage and support parents and carers in safeguarding matters.
- Promote positive educational outcomes for children who are vulnerable, have experienced safeguarding concerns, or have social worker involvement.

Child Protection Records and Information Sharing

The DSL is responsible for ensuring that:

- Child protection records are accurate, clear, factual, confidential and securely stored.
- Records distinguish between fact, professional opinion and historical information.
- Files contain a summary of concerns, actions taken, decisions reached and outcomes.
- Information is shared appropriately and in line with data protection requirements.
- Child protection files are transferred securely and promptly when pupils move schools.
- Relevant safeguarding information is reviewed and acted upon at all points of transition.

Raising Awareness

The DSL will:

- Ensure all staff understand and have access to the Child Protection and Safeguarding Policy.
- Ensure safeguarding policies are reviewed annually and updated as required.
- Ensure safeguarding information is publicly available to parents and carers.

- Keep staff informed of local safeguarding arrangements and training opportunities.
- Promote understanding of safeguarding issues affecting vulnerable pupils.

Training, Knowledge and Skills

The DSL and any deputies will:

- Complete DSL training at least every two years.
- Undertake Prevent Duty training.
- Keep knowledge and skills updated through regular professional development.
- Maintain an understanding of safeguarding legislation, local procedures and emerging risks.
- Understand specific vulnerabilities, including those relating to SEND, mental health, exploitation, online safety, radicalisation and children in need.

Supporting Staff

The DSL will support staff by:

- Providing advice on safeguarding concerns.
- Supporting staff through referral processes.
- Helping staff understand the links between safeguarding, welfare and educational outcomes.
- Promoting confidence in recognising and responding to concerns.

Understanding the Views of Children

The DSL will:

- Promote a culture where children feel listened to and supported.
- Ensure children's wishes and feelings are considered in safeguarding decisions.
- Help staff build trusted relationships that encourage children to share concerns.

Holding and Sharing Information

The DSL will:

- Ensure safeguarding information is recorded accurately and securely.
- Understand and apply relevant data protection legislation.

- Maintain detailed records of concerns, discussions, decisions and actions taken.
- Record the rationale for decisions, including where referrals are not made.
- Share information appropriately with safeguarding partners, agencies and receiving schools to safeguard children effectively.