

## **Job description of the designated safeguarding leads (DSLs)**

Governing bodies are advised to ensure that the school designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, supporting and directing other staff.

At **St Joseph's Catholic Primary School Greenwich** this role is fulfilled by the **Headteacher**. The school has designated two Deputy Designated Safeguarding Leads who work as a team with the DSL. Currently the postholder of the **Deputy Headteacher** and of the **SENDCo** are deputy Designated Safeguarding Leads at the school. The work of the Safeguarding Team is led by the Headteacher.

**The Deputy Headteacher is responsible for the maintenance of the system of files** relevant to safeguarding in the school. This includes Cause for Concern records, Child In Need files, and Child Protection Files. When any of the DSLs attend a relevant meeting they should ensure that paperwork is returned to the Deputy Headteacher for filing.

In the absence of the Headteacher the two Deputy Designated Safeguarding Leads are able to take decisions regarding Safeguarding matters and liaise on behalf of the school. The Headteacher may also allocate cases to either or both of the Deputies.

**The Safeguarding team** (DSL and two deputy DSLs) will plan to meet at **9am on Wednesday** mornings in order to share information. They will also keep each other up-to-date through email correspondence.

The broad areas of responsibility for the designated safeguarding leads are:

### **Managing referrals**

Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

Refer all cases of suspected abuse to the local authority children's social care by consulting the MASH advice line and completing the referral form

Refer to the local authority designated officer (LADO), for child protection concerns, currently Ken Palmer, all cases which concern a staff member.

Referrals to Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child) and/or Police (cases where a crime may have been committed).

Represent the school at Child Protection, Child in Need or Core group meetings collating relevant information regarding the child (attendance, punctuality, presentation, progress & attainment) in advance of the meeting and liaising with staff who work directly with the children. Presenting this information at relevant meetings.

### **Training**

The designated safeguarding leads must receive appropriate training carried out at least every two years in order to:

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- 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
- 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
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need including those children with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- 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

### **Raising Awareness**

- The designated safeguarding lead should ensure the school policies are known 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 body and the designated Safeguarding governor regarding this
- Ensure the child protection policy is available on the school website and from the school office
- Ensure parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- Ensure staff are aware of training opportunities from the local safeguarding board and the latest local policies on safeguarding
- Where children leave the school ensure their child protection file is copied for any new school as soon as possible but transferred separately from the main pupil file