

Governing bodies, proprietors & management committees should appoint a senior member of the leadership team as Designated Safeguarding Lead (DSL) & appoint one or more Designated Safeguarding Deputies (DSD's) from teaching, support/pastoral staff.

### The DSL:

- Has lead responsibility for safeguarding and child protection (including online-safety)
- Must have the appropriate status, authority, time, funding, training, resources and support
- DSD's should have the same training as the DSL and work with the DSL or act in their absence, but lead responsibility stays with the DSL.
- DSL/D's must have this role explicitly stated in their job description.

### DSL/D's manage referrals & support staff to refer:

- Suspected abuse to Children's Social Care
- Concerns about radicalisation to the **Prevent Single Point of Contact**, tel.: **0114 2734855**

### The DSL/D should refer:

- Persons dismissed or left due to risk or harm to a child to the Disclosure & Barring Service
- Cases where a crime may have been committed, to the Police as required

### The DSL should work & liaise with:

- The three safeguarding partners (Health, Police, Local Authority)
- The Head/Principal about e.g. ongoing section 47 & police investigations
- The "case manager" & Local Authority Designated Officer (LADO) about child protection concerns relating to a staff member
- All staff, especially pastoral support staff, school nurses, IT Technicians, SENDCOs & Snr Mental Health Leads, about safeguarding issues (including online & digital) & referrals
- Relevant agencies about the assessment & protection of children & attendance at strategy discussions & multi-agency meetings

Keep your safeguarding team details updated on [Schoolpoint365](#), [Safeguarding Children Teams](#) area so we can add your training records and communicate with you!

### Useful links/resources:

- [Working Together to Safeguard Children, DfE 18](#)
- [Keeping Children Safe in Education, DfE 20](#)

### DSL/D's should raise awareness to ensure that:

- Parents are aware that referrals about suspected abuse or neglect may be made and understand the role of the setting in this
- The setting liaises with the Sheffield Children Safeguarding Partnership (SCSP) about staff training & local safeguarding policies
- Safeguarding policies & procedures are updated annually with the Governing Body, known, understood & used by all staff & made publically available (e.g. through your website)
- Relevant staff can promote educational outcomes of children experiencing safeguarding issues

### Training:

DSL/D's **must** attend the Basic, Advanced Initial & annual Advanced Refresher, Prevent & other relevant courses in **Sheffield** and regularly update their knowledge & skills for:

- Staff safeguarding induction & understanding of safeguarding policies
- Early help & statutory assessment processes & children's social care referral arrangements
- Child protection conferences and core groups
- Children in need, with special educational needs & disabilities & young carers
- Data Protection Act 2018, GDPR & information sharing within setting & with outside agencies
- Keeping detailed, accurate, secure records for children with safeguarding concerns & referrals
- The 'Prevent Duty' & radicalisation
- Online safety including risks for SEND children
- Regular staff updates, a 'listening culture' & taking account of children's wishes & feelings

### Safeguarding file:

When a child transfers to a new education setting:

All safeguarding files **should** be immediately & **securely** transferred, separately from the main pupil file, and a receipt should be obtained.

The current DSL/D should make the receiving DSL/D aware of the child's needs prior to the transfer if appropriate and possible.

Receiving DSL/D's should ensure that their key staff e.g. SENCo are informed as needed.

### Availability:

- During term time the DSL/D should be available in person or, exceptionally, by phone to discuss safeguarding concerns with staff
- A DSL/D should be contactable for staff for all out of hours or holiday activities involving children