




**Abbas and Templecombe
Church of England Primary School**
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DSL / DDSL Job Role

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Consultation	This job role has been prepared in line with the guidance and procedures of South West Child Protection Procedures and Somerset Safeguarding Children Board. It is broadly derived from Somersets 'The role of the designated lead for child protection 2018'.	

We make every effort to ensure that pupils are provided with a safe and secure learning environment. This means ensuring that children are not put in any position where they are vulnerable to abuse or neglect. We enforce a school safeguarding policy for permanent and temporary staff members, volunteers and all school visitors.

It is our duty to ensure that our school pupils are provided with the highest protection whilst in our care *and, as far as is possible, during their time outside school*. As part of our safeguarding policy we appoint a designated safeguarding lead (DSL) and deputy designated safeguarding lead (DDSL) to oversee the child protection and safeguarding provision in our school. These designated persons are members of the senior leadership team.

When the senior person is absent or unavailable, the deputy designated person takes up their responsibilities.

It is the duty of the school to ensure that the training and professional development of the DSL and DDSL is ongoing, in order to enable them to deal effectively with changing child welfare concerns and the extra responsibilities that the job requires. This means being able to identify possible abuse, and knowing the right level of action to take, depending on the individual situation and circumstances.

The school will ensure that the DSL attends relevant new or refresher training throughout their time in this role to make sure that they are up to date with all statutory policy and legislation and in the best position to deal with concerns, incidents and allegations, as well as feed back to the rest of the school staff, including school governors, on updated safeguarding provisions and policies, and any available support resources.

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Designated Deputy Safeguarding Lead: Mrs Max Mewett

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Designated Teacher for Looked After Children: Mrs Max Mewett

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Prevent Lead: Mr James Webb

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Safeguarding Governance Lead: Mrs Sarah House

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The purpose of the role

The purpose of the designated teacher is to:

- ensure that child protection and safeguarding policies and procedures are correctly in place, all laid out clearly, and are accessible to all staff and parents
- ensure that that all staff, pupils, and parents are familiar with and understand all aspects of the school's safeguarding provision *[All staff must sign a form to indicate that they have read and understood the child protection policy and it is the DSL's responsibility to oversee this]*
- ensure that the school operates in line with, and the staff are up to date with, all safeguarding legislation and that information, support, and resources on the topic of child protection and safeguarding are readily accessible to all staff, *parents and pupils*
- ensure that the Governor Safeguarding Audit is completed annually, liaising as appropriate with the Safeguarding Governor and Full Governing Body
- be a personal advisor to all staff, pupils and parents and to promote their role to ensure that everyone is aware of who they are and how to contact them
- be the first point of contact for any staff, pupils, or parents who have concerns about a child's welfare
- notify children's social care if a child with a child protection plan is absent for more than two days without explanation
- coordinate the school's contribution to child protection plans
- attend and/or contribute to child protection conferences
- refer concerns to the relevant external agencies as required by individual circumstances
- be a link from the school to external agencies concerning safeguarding and child protection
- use their specialist skills and training in child protection to support the identification of possible abuse and decide on actions that need to be taken
- ensure that *all* staff are taking responsibility and following procedure for the safeguarding of the school's pupils
- help to ensure that allegations against staff, pupils, parents or carers are dealt with according to statutory requirements and guidance, and as set out in the child protection policy.

Outcomes of the role

- The DSL acts in accordance with the school policy and procedures
- The child protection and safeguarding policy is easily accessible to all staff (including temporary), volunteers, parents, pupils and school governors and they are fully aware of how to access it and what it contains
- Children are aware of the role of the DSL; and when and how to contact them
- Parents are aware of the school's process of investigation and its procedure for contacting child protection services when and if required. This is to avoid conflict or allegations of misinformation from parents if this action is taken for any reason
- There is an open-door policy for staff, pupils, and parents which enables concerns to be raised quickly and confidentially
- Staff are encouraged to talk to the DSL for any reason, and are given details of contacts to report concerns anonymously (e.g. NSPCC helpline)
- There is an organised training programme for other school staff, including updates on new legislation, safeguarding resources, and what to do if they have a concern
- All information regarding individual pupils is transferred from feeder schools or to receiving schools during any school transfers. Meetings may be set up between the DSLs from either school to discuss continued provision and child welfare support
- When a pupil with a child protection plan leaves the school, their information is passed to their new school and the pupil's social worker is informed
- There are strong links, regular communication and good understanding between the DSL and external agencies
- All concerns are recorded, reported and referred as required depending on the DSL's judgement and in consultation with the LADO
- There are detailed and accurate records of complaints, concerns, issues, investigations, and outcomes, kept securely
- All personal information is shared only on a need-to-know basis and is handled and stored according to Data Protection requirements
- The DSL has regular meetings with the safeguarding governor and the deputy DSL in order to monitor and evaluate school safeguarding provision and discuss particular concerns or issues
- There are open channels of communication between all parties involved in an investigation of an allegation. Parents, social workers *[etc]* are informed in advance of meetings, parents evenings, progress report meetings and action planning meetings; everyone is kept up to date and able to prepare for and attend necessary meetings

Deputy DSL:

- In the absence of the DSL they will take on the responsibilities of the DSL
- Ensure smooth working with the schools inclusion agenda
- Complete EHA applications in conjunction with the DSL
- Complete PFSA referrals in conjunction with the DSL
- Lead on parent outreach and support
- Fulfil the role of the designated teacher for Children Looked After
- Remain current with all training and updates