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| **Oak Lodge School – Job Description:**  **Role of Designated Safeguarding Lead (DSL) and Deputies 2022 - 23** |

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**The DSL is the cornerstone of day to day safeguarding in the school and should be the first port of call for any safeguarding issues.**

The role of the DSL should be held by an appropriate senior member of staff, who is a member of the school’s leadership team.

The DSL takes lead responsibility for safeguarding and child protection practice in the school and this should be explicit in their job description.

The DSL must have appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to

* Provide advice and support to other staff
* To take part in CP meetings, strategy discussions and other multi-agency meetings (and / or support other staff to do so)
* To contribute to the assessment of children

Schools should also ensure that they have at least one, appropriately trained, deputy DSL. The DSL (or a deputy) should be available at all times during the school day for staff to discuss any safeguarding concerns.

The activities of the DSL can be delegated to a trained deputy DSL, but the ultimate lead responsibility for CP, as set out in the guidance, remains with the nominated lead and this responsibility cannot be delegated

Key responsibilities include

* Responsibility for following up concerns and making appropriate referrals (these may be to early intervention / targeted support services, health, social care, CAMHS, Channel programme, police, DBS etc)
* Information gathering, effective monitoring systems and recording
* Liaising with other agencies as required
* Liaising with parents / carers when there are concerns
* Liaising with the Headteacher / Principal to inform him or her of key issues
* Liaising with case manager in the event of an Allegation Against a Professional
* Liaising with all staff on safeguarding matters and
* Acting as a source of support, advice and expertise for staff
* Encouraging a safeguarding ethos across the whole school community and a culture of listening to children and taking account of their wishes and feelings
* Keeping the best interests of the child, or children, in mind at all times when responding to safeguarding matters

Training

The DSL (and any deputies) should undergo training at an appropriate level to provide them with the knowledge and skills to carry out the role.

They must also attend Prevent training.

Their knowledge and skills must be updated at least annually to allow them to understand and keep up with any developments relevant to their role.

Policy and procedures

The DSL should ensure there is a safeguarding policy which is reviewed and updated annually (as a minimum); that the policy and procedures are known to, and understood by, all staff in the school; that the policy is available to parents and they understand the school’s safeguarding responsibilities and that referrals may be made.

Recording

The DSL should ensure there is an effective recording system for safeguarding matters, which is kept securely and confidentially with access restricted to those members of staff who have a lead role.

When a child leaves the school, the DSL should ensure his or her safeguarding records are securely transferred to the DSL in the receiving school in a timely fashion. Confirmation of receipt should be recorded.