Grange Primary School: Designated Safeguarding Lead

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of role:

- *To take lead responsibility for all safeguarding and child protection matters arising at the school and to support all other staff in dealing with any child protection concerns that arise*

- *To be given the time, funding, training, resources, status and authority within the school to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children*

- *Promoting and safeguarding the welfare of children and young people for who you are responsible and with whom you come into contact*

- *To be available for staff to discuss any safeguarding concerns.*

Main Duties and Responsibilities

MANAGING REFERRALS

To take lead responsibility for:

- Referring all cases of suspected abuse of any pupil at the school to children's social care

- Supporting staff who make referrals to local authority children's social care

- Referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff

- As required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member)

- Taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children

- Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern

- Making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child

- Making referrals to the police where a crime may have been committed which involves a child

Deputy DSL – to liaise with the Head in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.
To 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 the relevant agencies

RAISING AWARENESS

- Ensure the school's child protection policy, and the implementation of it, is reviewed at least annually and is up to date and liaise with the Governors about this

- Ensure the child protection policy is available publicly

- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the school's role in this

- Maintain links with Hertfordshire Local Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding; and

- Where children leave the school ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.

PREVENTING RADICALISATION

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:

- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty

- Co-ordinating Prevent Duty procedures in the school

- Undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of Prevent' (WRAP) training

- Undergoing appropriate training on the Channel programme

- Assessing the training needs of all school staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers

- Maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees and keeping records of staff training

- Monitoring the keeping, confidentiality and storage of records in relation to the Prevent Duty

- Liaising with the local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty

TRAINING

The DSL & Deputy DSL should receive appropriate child protection training every two years (and refresh their knowledge and skills through network meetings, email updates and documents on an ongoing basis) in order to:

- 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 local authorities conduct 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

- Through training and staff development, 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, those with special educational needs and young carers

- Be able to keep detailed, accurate, secure written records of concerns and referrals

- Understand and support the school with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation

- 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, amongst all staff, in any measures the school may put in place to protect them

The Deputy Headteacher will be required to undertake any activities requested by the Headteacher or the governing board that are commensurate with the responsibilities of this role.