

Governing bodies, proprietors, management committees must appoint a member of the senior leadership team as Designated Safeguarding Lead (DSL) & 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 not take lead responsibility. 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 the **Sheffield Safeguarding Hub, tel.: 0114 2734855**
- 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:

- Health, Police & Local Authority
- The Head/Principal about e.g. ongoing section 47 (Children Act 1989) & police investigations
- The "case manager" & Local Authority Designated Officer (LADO) about child protection concerns relating to staff or volunteers
- All staff re general safeguarding issues & updates
- All relevant staff, on a need-to-know basis, about individual pupil safeguarding issues (including online & digital), their academic progress & attainment, identifying challenges & referrals for support
- Relevant agencies about the assessment & protection of children & their 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 2021](#)

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 publicly 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