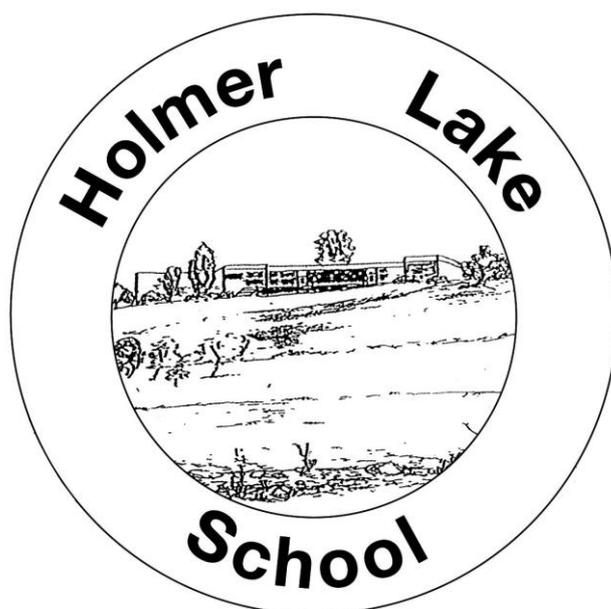


# Holmer Lake Primary School

## Designated Safeguarding Lead Policy



2018-2019

## **Introduction**

The Department for Education (DfE) published an updated version of its statutory safeguarding guidance, Keeping Children Safe in Education, from 5 September 2016.

Paragraph 8 of the guidance says:

At Holmer Lake, the designated safeguarding lead (DSL) provides support to staff members to carry out their safeguarding duties and liaises closely with other services such as children's social care.

Paragraph 52 says that the DSL should be an "appropriate senior member of staff" from the school's leadership team, who should take "lead responsibility" for safeguarding and child protection.

At Holmer Lake Primary School all DSLs are members of the Senior leadership Team.

**Siân Deane – Headteacher**

**Rachel Gillett – Deputy Headteacher**

**Helen Watson – member of SLT**

**Anna Baylis -member of SLT**

## **Role of the DSL**

Annex B on pages 59-61 of Keeping Children Safe in Education, linked to above, summarises the DSL's main areas of responsibility. These include specific duties relating to child protection referrals, raising awareness and training.

The guidance says that the DSL:

**... should have the appropriate status and authority within the school to carry out the duties of the post.**

[He/she] should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

At Holmer Lake the DSL should follow the guidance within the child protection policy at all times and without any lapses in time.

## **Managing referrals**

The guidance explains on page 59 that the DSL should refer cases of suspected abuse to the local authority (LA) children's social care team as required, and to:

- The Channel programme where there is a radicalisation concern

- The Disclosure and Barring Service (DBS), in cases where a person is dismissed or leaves due to risk or harm to a child
- The police, in cases where a crime may have been committed

It also says that the DSL should support staff who make referrals.

### **Working with others**

The DSL is expected to liaise with:

- The headteacher – to inform him or her of issues, especially enquiries under section 47 of the Children Act 1989 and police investigations
- The 'case manager' and the designated officers at the LA – for all child protection concerns involving a staff member
- Staff – on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies, and act as a source of support, advice and expertise for staff

Paragraph 55 of the guidance explains that the DSL and any deputies should liaise with the LA and work with other agencies in line with statutory multi-agency safeguarding guidance, Working Together to Safeguard Children.

Annex B of Keeping Children Safe in Education also includes information about training.

It says:

The DSLs should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. This should include Prevent awareness training.

In addition, DSLs and deputies should refresh their knowledge and skills at regular intervals so that they understand any developments relevant to their roles. This should happen at least annually and may be done, for example, via e-bulletins, meeting other DSLs, or taking time to read about safeguarding developments.

Refreshing their knowledge should enable DSLs and any deputies to:

- Understand the assessment process for providing early help and intervention
- Have a working knowledge of how LAs conduct child protection case conferences and review conferences, and attend and contribute to these effectively
- Ensure staff, particularly new and part-time, have access to and understand the school's child protection policy and procedures
- Be alert to the specific needs of children in need, such as young carers and pupils with special educational needs (SEN)
- Keep detailed, accurate, secure written records of concerns and referrals

- Understand and support the school with the requirements of the Prevent duty, including supporting staff on protecting children from the risk of radicalisation
- Obtain access to resources and attend any relevant training courses
- Encourage a culture of listening to pupils and taking account of their wishes

### **Raising awareness**

Keeping Children Safe in Education says on page 61 that the DSL should ensure that the school's policies are known and used appropriately. This will involve:

- Working with the governing body to ensure the child protection policy is reviewed annually, and that safeguarding procedures are updated and reviewed regularly
- Ensuring that the child protection policy is available and parents are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this. The child protection policy is available on the school website
- Communicating with the local safeguarding children's board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding

### **Child protection file**

The DSL has a responsibility to ensure that where a pupil leaves the school, his or her child protection file is transferred to the new school as soon as possible. This should be securely transferred separately from the main file and confirmation of receipt should be obtained; using the Holmer Lake proforma.

### **Availability**

The guidance says on page 61 that the DSL, or a deputy, should always be available during school hours for staff to discuss any safeguarding concerns. While this would normally mean being available in person, it may be appropriate in some "exceptional" circumstances for availability to be via phone or a similar medium.

There is a clear child protection policy for breakfast and after school club.

### **Telling others about the DSL**

At Holmer Lake Primary School, there are photographs of all four DSLs in every classroom. This ensures that all staff, pupils, parents, governors and visitors are aware of those people responsible for carrying out the duty of DSL.

<b>Policy- Document Status</b>			
<b>Date of Policy Creation</b>	<b>May 2017</b>	<b>Named Responsibility</b>	Siân Deane
<b>Date of review completion</b>	<b>August 2017</b>	<b>Named Responsibility</b>	Siân Deane and Governors
<b>Inception of new Policy</b>	<b>September 2017</b>	<b>Named Responsibility</b>	Siân Deane and Governors
<b>Date of Policy Adoption by Governing Body</b>		13.09.17	
<b>Review Date</b>		September 2018	