

**Norton CEVC Primary School**  
**Role of the Designated Safeguarding Lead 2023-24**  
*Learn Believe Achieve*  
*Hand in hand with God and each other*



**Main duties and responsibilities**

**General duties**

Take lead responsibility for safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place.

Contribute to creating a safe and welcoming learning environment.

Be available during all school hours during term time for staff to discuss any safeguarding concerns. Generally, this should be in person; however, they may be available virtually in exceptional circumstances.

Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.

**Managing referrals**

Act as the first point of contact for staff members raising safeguarding and child protection concerns.

Identify pupils who may be at risk and use the correct referral protocol to reduce these risks.

Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.

Refer cases of suspected child protection issues to the appropriate investigating agency.

Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made.

Refer cases of suspected abuse to the LA and children's social care services (CSCS), and to the police where appropriate.

Where radicalisation is a concern, refer cases to the Channel programme.

Support staff members who make referrals to external agencies.

Notify the DBS of staff who have been dismissed or have left due to posing risk or harm to a child.

Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.

Refer cases where a crime may have been committed to the Police as required. NPCC – When to call the police should help understand when to consider calling the police and what to expect when working with the police.

**Working with others**

Act as a source of support, advice and expertise for all staff.

Engage with children's social care and specialist services as required.

Continuously keep the other members of the Safeguarding Designation Team informed of any safeguarding issues or ongoing enquiries.

Ensure the governing body is kept up-to-date on a regular basis regarding all child protection issues and investigations.

Have a good knowledge of local inter-agency arrangements led by the three safeguarding partners (the LA and a clinical commissioning group and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.

Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
As required, work with the case manager and LA designated officer (LADO) for child protection concerns which involve a member of staff.
Work with staff (particularly teachers, pastoral staff, the school nurse, IT technicians, the senior mental health lead and the SENCO) on safeguarding matters.
Liaise with the senior mental health lead where safeguarding concerns are linked to mental health.
Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
Work with the key members of staff, taking the lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on these pupils.
Encourage staff members to challenge behaviour that breaches the Staff Code of Conduct.
Provide written reports to the governing body in a timely manner.
Take part in strategy discussions and inter-agency meetings.
<b>Information sharing</b>
Ensure child protection files are kept up-to-date.
Keep detailed, accurate and secure records of concerns and referrals.
Records should include: <ul style="list-style-type: none"> <li>• a clear and comprehensive summary of the concern</li> <li>• details of how the concern was followed up and resolved a note of any action taken, decisions reached and the outcome</li> </ul>
Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
Understand the importance of information sharing with appropriate staff and external agencies.
Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.
<b>Raising awareness</b>
Ensure that child protection policies and procedures are understood by all staff members, especially new and part-time staff, and are implemented correctly.
Ensure the school's safeguarding and child protection policies are available publicly.
Review the school's Child Protection and Safeguarding Policy on an annual basis and present it to the governing body for approval.
Liaise with the safeguarding partner arrangements to ensure staff are aware of any training opportunities and the latest local policies on safeguarding arrangements.
Assist in promoting educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with staff.
<b>Training</b>
Attend comprehensive safeguarding and child protection training at least every two years.
Undertake Prevent awareness training.
In addition to formal training, update knowledge and skills at regular intervals and at least annually.

Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.
Ensure staff members are aware of the training opportunities that are available to them.
Provide training and relevant safeguarding updates to staff and governors as required.
Provide comprehensive induction training to new staff and early career teachers (ECTs) with the aim to strengthen their safeguarding skills and experience.
<p>As part of all staff members' inductions, conduct safeguarding training that includes the following systems:</p> <ul style="list-style-type: none"> <li>• The Child Protection and Safeguarding Policy</li> <li>• The Behaviour Policy</li> <li>• The Staff Code of Conduct</li> <li>• The Children Missing Education Policy</li> </ul> <p>Details about their role, including theirs, and any deputy DSLs', identities and contact details</p>
Provide safeguarding and child protection guidance to deputy DSLs, where appropriate.
Ensure staff members have access to and understand the school's Child Protection and Safeguarding Policy and procedures.
<p>Training should support the designated safeguarding lead in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:</p> <ul style="list-style-type: none"> <li>• ensure that staff are supported during the referrals processes; and</li> <li>• support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.</li> </ul>
Provide advice and support to staff members regarding child protection issues such as radicalisation.
Keep staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.
<b>Working with pupils</b>
Encourage a culture of listening to pupils and taking account of their wishes and feelings throughout the school and its procedures.
Understand the difficulties pupils may have in approaching staff about their circumstances and ensure trusted relationships are built.
Be alert to, and understand, the specific needs of vulnerable pupils.
Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
Recognise potential barriers some pupils, e.g those with SEND, may face to disclosing abuse, or staff recognising that they are being abused, ensuring measures are in place to mitigate such issues.