



## DESIGNATED SAFEGUARDING LEAD JOB DESCRIPTION

At Great Addington Primary School, the Governors ensure that a designated senior member of staff will take lead responsibility for child protection. This person has the 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.

The broad areas of responsibility for the designated safeguarding lead are:

### Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
  - The local authority designated officer (LADO) for child protection concerns (all cases which concern a staff member);
  - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
  - Police (cases where a crime may have been committed).
- Liaise with the Headteacher (where they are not the DSL) to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- 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 relevant agencies

### Training

- The designated safeguarding lead should receive appropriate training carried out every two years 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
  - Ensure each member of staff has access to and understands the school's or 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
  - 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, among all staff, in any measures the school may put in place to protect them

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## **Raising Awareness**

- The designated safeguarding lead should ensure the school's policies are known and used appropriately:
  - Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this
  - Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this
  - Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
  - Where children leave the school ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file

Signed

Name: Position within the school

Date: