



Designated Safeguarding Lead & Deputy

All education settings in Sheffield must have a Designated Safeguarding Lead & one or more Designated Safeguarding Deputies (DSL/D's).

The DSL/D role has lead responsibility for all child welfare and child protection issues

The DSL must be a senior member of the leadership team with the appropriate status, authority, time, funding, training, resources and support for the role.

All DSD's should be trained to the same standard as the DSL, work with the DSL or act in their absence.

Staff in both roles must have the designated safeguarding role explicitly stated in their job description.

The DSL/D role:

Refer or support other staff to refer:

- Suspected abuse to Children's Social Care
- Concerns about radicalisation to the Channel Programme
- Persons dismissed/left due to risk or harm to a child to the Disclosure and Barring Service
- Cases where a crime may have been committed to the Police as required.

Liaise with:

- The Head or Principal about e.g. ongoing section 47 enquiries and police investigations
- The "case manager" and the Local Authority Designated Officer (LADO) about any child protection concerns relating to a staff member
- Staff and provide support, advice and expertise about safety, safeguarding and referrals
- Contributing to the assessment of children by working with all appropriate agencies & the local authority, including attendance at strategy discussions & multi-agency meetings

Ensure your safeguarding policies are:

- Known, understood and used appropriately
- Reviewed annually with your governing bodies or proprietors
- Available publicly

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 SSCB about training & local safeguarding policies

Training:

Attend relevant & refresher courses at least every 2 years & receive & understand updates of the knowledge & skills for the role, including:

- Assessment process for early help & intervention
- Child protection case conferences
- Safeguarding policy and procedures
- Children in need, those with special educational needs & young carers
- Keeping detailed, accurate, secure written records of concerns and referrals
- The Prevent duty & radicalisation
- Encourage a culture where staff take the wishes & feelings of children seriously
- Providing regular staff updates about safeguarding issues

Safeguarding file:

When children leave the setting, the DSL/D must ensure their file is securely transferred to their new setting, separately from the main pupil file, as soon as possible & receipt is confirmed

Availability:

- During term time hours the DSL/D should be available in person (or exceptionally by phone) to discuss safeguarding concerns
- Settings should arrange appropriate cover for the DSL/D role for out of hours or holiday activities involving children

If you need safeguarding advice, phone the:

Safeguarding Children Advisory Service

Mon-Fri, 9-5pm, Tel 0114 2053535

Useful links/resources:

- [Working Together to Safeguard Children, DfE 15](#)
- [Keeping Children Safe in Education, DfE 2016](#)

Keep your team details updated on [Schoolpoint 365, Sheffield Safeguarding Children Service area](#), we will add your training records, communicate with you & more!