



ROLE AND RESPONSIBILITIES DESIGNATED SAFEGUARDING LEAD at Crossflatts Primary School

The School Designated Safeguarding Lead (DSL) Claire Thirkill is the first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil.

Our Deputy Designated Safeguarding Leads in school are Nicola Bennett, Rebecca Petrie, Nina Dobson and Jo Cattell. The deputies are the first point of contact in the absence of the DSL to avoid any unnecessary delays in responding to a child/young person's needs.

The DSL and Deputies are required to undertake child protection training every two years and should supplement this training by attending workshops which are provided by Bradford Safeguarding Children Board. If required in the absence of a DSL there may be a need for the DSL or Deputy to support another school when dealing with child protection concerns.

Responsibilities:

- To have the skills and ability to identify signs of abuse.
- To know how to refer concerns to the appropriate investigating agencies.
- Maintain detailed and accurate written records of child protection concerns and ensure they are kept securely.
- Offer support, advice and give a level of expertise to all members of the school staff team.
- Ensure that all staff have access to and understand the school Child Protection Policy and the West Yorkshire Child Protection Procedures.
- Child protection training is part of the induction for all new staff in the school and that they are also linked into any relevant training.
- Be responsible with the Head teacher for the annual review and update of the School Safeguarding Policy and the presentation of this to the Governing Body.
- Ensure that a copy of the School Child Protection Policy is available for any parents who request to see it.
- Contribute to the Child Protection Conference and Core Group processes by either attending or ensuring the relevant member of staff attends. Provide written reports as required in an appropriate and timely manner.
- Ensure that the Head teacher is updated on a regular basis about all issues and child protection investigations.
- Ensure that relevant safeguarding files are copied and forwarded appropriately when a child/young person transfers to another school.
- Be part of the team who review and monitor any causes of concern relating to pupils which are raised in school.

Agreed - 22.1.18

Signed -

Review - January 2019