Role of Designated Safeguarding Lead

Effective from: September 2025
Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body
DSL – Sarah Tapp
DDSL – Anca Covaci
safeguarding@avenuepreprep.co.uk

ROLE OF THE DESIGNATED SAFEGUARDING LEAD

The school proprietors, supported by the Advisory Body and in line with statutory guidance, have appointed an appropriate senior member of staff, from the school leadership team, to the role of Designated Safeguarding Lead. The Designated Safeguarding Lead will take lead responsibility for safeguarding and child protection. This is explicit in the role-holder's job description. This person will have the appropriate status and authority within the school to carry out the duties of the post. They will 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.

Deputy Designated Safeguarding Leads

The school has in place suitable arrangements for DSL cover including the creation of a deputy DSL role. The deputy will be trained to the same standard as the Designated Safeguarding Lead. Whilst the activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the Designated Safeguarding Lead and this lead responsibility will not be delegated.

Manage Referrals

The Designated Safeguarding Lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care and/or the police as required
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the Police as required.

- Liaise with health professionals in the local authority and national health service with regard to either physical or mental health support for children.
- Maintain oversight of all electronic communications used in the school and during off-site activities to ensure all sites are monitored and appropriately filtered.
- Ensure all staff remain fully briefed on the nature of harm to children and the context in which harm can take place. Reference will be made to the schools' Child Protection/Safeguarding Policy and the

Working with Others

The Designated Safeguarding Lead is expected to:

- Liaise with the Head and Principal to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the case manager and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member) .
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff including relevant health matters.

Training

The Designated Safeguarding Lead (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years.

The Designated Safeguarding Lead will undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills will be refreshed (this might be via e-bulletins, Educare, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to properly understand and keep up with any developments relevant to their role so they:

- 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 child protection policy and procedures, especially new and part time staff
- Are alert to the specific needs of children in need, those with special educational needs and young carers
- Are able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses; and

- Encourage a culture of listening to children and taking account of their wishes and feelings and any measures the school may put in place to protect them.
- Collate relevant information and data in order to report, as required, to the Principal and Advisory Board.

Raise Awareness

The Designated Safeguarding Lead will:

- Ensure the school's child protection policies are known, understood and used appropriately.
- Ensure the school's Child Protection, Safeguarding and Welfare Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly. Work with governing bodies or proprietors regarding this
- Ensure the Child Protection, Safeguarding and Welfare Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role the school plays in this.
- Link with the local Local Safeguarding Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child Protection File

When children leave the school, ensure their child protection file is transferred to the new school as soon as possible. This will be transferred separately from the main pupil file, ensuring secure transit. Confirmation of receipt should be obtained.

Availability

During term time the Designated Safeguarding Lead (or a Deputy) will always be available (during school hours) for staff in the School to discuss any safeguarding concerns. Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person in exceptional circumstances, availability via phone and or Zoom or other such media is acceptable.

The school has in place suitable arrangements for DSL cover for off-site activities, including trips and activities. Please see the relevant policy.