

JOB DESCRIPTION

Designated Safeguarding Lead (DSL) & Deputy DSL

The Learners Collective (TLC) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Designated Safeguarding Lead (DSL) must be an appropriate senior member of staff from the leadership team. They have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies where relevant, including schools. The Designated Safeguarding Lead need not be a member of the teaching team but must have the status and authority within the management structure to carry out the duties of the post. Whilst deputies can carry out delegated activities, the ultimate lead responsibility remains with the designated safeguarding lead. The lead responsibility cannot be delegated.

Manage Referrals

The designated safeguarding lead is expected to coordinate with the schools and colleges worked with in order to:

- refer cases of suspected abuse and neglect to the local authority children's social care as required and 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 and 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; and
- refer cases where a crime may have been committed to the police as required.

Work with Others

The designated safeguarding lead is expected to:

- act as a point of contact with schools and colleges and their three safeguarding partners;
- liaise with the headteacher or principal of schools and colleges to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations (this includes being aware of the requirement for children to have an Appropriate Adult - further information can be found in the Statutory guidance - [PACE Code C 2019](#));
- confirm to schools and colleges that all processes and procedures with regard to safeguarding and safer recruitment are in place and adhered to;

- as required, liaise with the case manager and the local authority designated officer(s) (LADO) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with schools and colleges on matters of safety and safeguarding (including online and digital safety and regarding concerns linked to mental health) and when deciding whether to make a referral to relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training, Knowledge and Skills

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead (and any deputies) should undertake Prevent awareness training.

In addition to any formal training outlined in this document, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

Training should provide designated safeguarding leads with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:

- understand how to liaise with schools regarding early help and statutory intervention, including criteria for action;
- understand the importance of the role the designated safeguarding lead has in providing information and support to local authority children social care in order to safeguard and promote the welfare of children;
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes;
- ensure each member of staff has access to, and understands, the company'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 disabilities (SEND), those with relevant health conditions and young carers;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations;
- understand the importance of information sharing, both within schools and colleges, and with their three safeguarding partners, other agencies, organisations and practitioners;
- are able to keep detailed, accurate, secure written records of concerns and referrals;

- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- understanding roles and responsibilities in relation to filtering and monitoring.
- 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, among all staff, in any measures the educational institution may put in place to protect them.

Raise Awareness

The designated safeguarding lead is expected to:

- take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).
- ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly;
- 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 company in this;
- make sure staff are aware of any training opportunities and the latest policies on safeguarding arrangements; and
- help promote educational outcomes by sharing the information about welfare, safeguarding and child protection issues that children in need, including children with a social worker, are experiencing or have experienced, with teaching and the leadership staff.

Child Protection File

Where relevant, ensure any documentation is contributed to the child protection file held by the child's school or college and that any knowledge is shared.

Availability

The designated safeguarding lead (or a deputy) should always be available (during working hours) for staff to discuss any safeguarding concerns. To enable a rapid response to safeguarding concerns, the DSL and deputies should all respond immediately to emails sent to safeguarding@learnerscollective.com and arrange a call to discuss the issue with the reporting member of staff.