

Date Reviewed:	June 2026
Review Date:	June 2027



Agreed by: Name:	Date: Signature:
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Role of the Designated Safeguarding Lead

The Governing body of Highfield Nursery School have appointed Ruth Coleman and Jannice Simpson, to the role of designated safeguarding lead at Highfield Nursery School and Children's Centre. They are designated safeguarding leads and take **lead responsibility** for safeguarding and child protection. This is explicit in the role-holder's job description. The role is to give the time, funding, training and 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 interagency meetings and to contribute to the assessment of children. The DSL job description for this role is given to all staff at induction and is on the staff information board.

Alternate safeguarding leads

Jayde Scripps and Denise Lewis have responsibility as Alternate Safeguarding Leads and this ensures that there is always one person on site or contactable by phone at all times during working hours for our school. Eleanor Wood is also fully trained deputy ASL. Alternates have attended the same levels of training as the DSL.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained alternates, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead; this **lead responsibility** should 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 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; 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:

- liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;

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- as required, liaise with the “case manager” (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- 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.
- Regularly read and action CPOMS referrals from staff. Feedback to staff with any actions they have taken.

PREVENT

- Updates and maintains the prevent action plan annually in line with the 157/175 audit (Spring term)

Training

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

In addition to the formal training set out above, 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, but at least annually, to allow them to 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; (CAF).
- 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 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 or college 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, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the school child protection policies are known, understood and used appropriately;
- ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors 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; and

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- link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- take lead responsibility for safeguarding, including online safety and understanding the filtering and monitoring systems and processes in place. At Highfield, we use Smoothwall filtering and monitoring system. Posters with this information for staff are displayed in the staff room.

Child protection file

Where children leave the school or college ensure their child protection file, held on CPOMS, is transferred to the new school or college as soon as possible. This will be digitally transferred. Schools who also use CPOMS will receive a link to their CPOMS system. Schools who do not use CPOMS will receive a PDF of the CPOMS file, along with a request for the DSL of the receiving school to confirm receipt.