

Designated Safeguarding Lead – Job Description

The Designated Safeguarding Lead will take responsibility for safeguarding children in the setting. They have a responsibility to liaise with local statutory children's services agencies and with the Local Safeguarding Children's Board. They will provide support, advice and guidance to any other staff on an on-going basis and on any specified safeguarding issue as required.

The role includes:

- Ensuring the setting is meeting its legal and statutory requirements
- Undertaking an annual review and if needed updating safeguarding and child protection policies and procedures
- Making sure safeguarding policies and procedures are fully implemented and followed by staff, students and volunteers
- Providing support, supervision and advice for any staff member, student and volunteer with a safeguarding or child protection concern
- Keeping their own training up to date
- Providing safeguarding induction for new staff, students and volunteers
- Ensuring that all staff are trained and a register is kept of staff who have completed child protection training
- Keeping all staff, students and volunteers informed of good practice and new legislation and guidance
- Having an understanding of the referral procedures and know how to contact and establish links with local authority or police
- Liaising with and making referrals to appropriate agencies about children where there are safeguarding concerns, including the Local Authority Designated Officer (LADO)
- Liaising with OFSTED to inform them of any safeguarding actions taken
- Dealing with allegations against staff
- Co-ordinating the early identification of vulnerable children and families and the involvement of mothers, fathers and carers
- Co-ordinating the development of integrated practice for vulnerable children and families
- Co-ordinating and supporting the setting when working with a child who has a child in need or a child protection plan.
- Setting up and managing clear, accurate and secure record keeping systems

Designated Safeguarding Lead W1
Designated Safeguarding Lead W2

Karen Whitehouse
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