



Designated Safeguarding Lead (DSL) Role Description

Rye Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role descriptor sets out the responsibilities of the Trust's Designated Safeguarding Leads (DSL). The Trust Safeguarding Working Party will keep the role of DSL under review taking into account legislation, guidance and best practice at the local and national level, to ensure the Trust's processes are at all times safe, legal and compliant.

Responsibilities

- To take lead responsibility for all child protection and safeguarding arising at the Academy.
- To lead the Trust safeguarding working party with other members of the Trust DSL network.
- To take responsibility for swift action in the context of safeguarding concerns, informing staff, parents and relevant outside agencies of concerns and recording details of each incident.
- To advise Headteacher(s), SLT, the nominated Trustee for Safeguarding, Trust Board and Safeguarding Working Party regarding any local or national developments in relation to Safeguarding, Child Protection and or improvements in strategies, structures and practice to increase the effectiveness of information, advice, guidance and support for learning for all pupils of the Trust.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the Trust, contribute to assessments of need and support packages for those children.
- To develop and promote effective working relationships with other agencies engaged in the protection, safeguarding and wellbeing of young people which might include local authority child protection teams, education welfare officers and attendance officers, children's health services, child and adolescent mental health services (CAMHS), youth offending teams and other youth services, local police, fire service and local voluntary and community groups.
- To work proactively with the Trust DSL network in order to continually review policies and procedures and maintain a safe, legal and compliant position in reference to the effectiveness of the Trust safeguarding framework e.g. annual review of the safeguarding and child protection and online (e-safety) policies.
- To lead on Prevent, ensuring the appropriate risk assessments are in place, managing any referrals and ensure staff receive appropriate training.
- To deliver training on safeguarding processes, policy and national updates as relevant to staff, Trustees and volunteers to ensure procedures are implemented, embedded and understood by all.
- To listen to and act upon staff safeguarding concerns.
- To ensure that safeguarding and child protection record keeping is well ordered and up to date at all times.
- To liaise with Trust HR to ensure compliance of the Single Central Register (SCR) and that all statutory requirements for the safer recruitment of staff are in place and effective.
- To audit and quality assure Academy safeguarding procedures on behalf of the Trust to ensure consistency of approach and that statutory and Trust requirements are met at all times.
- To work closely with the Designated Teacher for Looked After Children.

- To notify other members of the Trust DSL network where appropriate, of any planned absence in advance so that appropriate arrangements can be made to cover.
- If not the DSL, ensure an E-safety champion is appointed and to work together to make sure all staff, pupils and parents are kept up to date on e-safety issues and e-safety is embedded in the curriculum.
- To ensure safeguarding is included in PSHE and relevant parts of the curriculum so that children are taught how to keep themselves safe.
- To manage and supervise the Deputy Designated Safeguarding Lead(s). (The DSL will remain as the accountable authority at all times).

Training

- The DSL will receive appropriate child protection training at least every two years, although in practice they will complete the East Sussex DSL refresher training annually as well as attending other relevant conferences, courses and seminars to ensure they remain up to date, in order to:
 - 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 the local authority conducts 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;
 - Be alert to the specific needs of children in need, those with Special Educational Needs or Disabilities and young carers;
 - Remain up to date on best practice and changes to legislation and guidance, and to understand emerging areas of focus for child protection;
 - Be able to keep detailed, accurate, secure written records of concerns and referrals;
 - Obtain access to resources and attend any relevant or refresher training courses;
 - Develop and review Academy policy and practice in relation to safeguarding and child protection.
- The DSL will attend local DSL forum meetings.

Deputy Safeguarding Leads

The role of the Deputy DSL is to deputise in the absence of the DSL. The DSL remains the accountable authority at all times and all decisions relating to child protection concerns will be taken by the DSL.

Approved 08 02 17