



Rays of Sunshine Designated Safeguarding Lead (DSL)

Job Description

The role of the DSL is to take lead responsibility for all safeguarding and child protection matters arising and to support others in dealing with any child protection concerns that may arise.

The DSL will be given the time, funding, training, resources, status and authority within the charity to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children.

The DSL will ensure a culture of safeguarding the welfare of children and young people within the charity. This Job Description has been drafted directly in accordance with Keeping Children Safe in Education 2020.

Key responsibilities

Managing 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/volunteers who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- 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;
- Ensure all staff/volunteers know how to make a referral if required;

Working with others

The designated safeguarding lead is expected to:

- act as a point of contact with safeguarding partners;
- liaise with the CEO to inform him or 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 in cases which concern a staff member;
- liaise with staff and volunteers on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The DSL should receive appropriate child protection training every two years. They should refresh their knowledge and skills frequently through network meetings, email updates and documents on an ongoing basis to ensure they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care referral arrangements;
- 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 and volunteer has access to, and understands, the charity’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;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
- understand the importance of information sharing, both within the charity, and with safeguarding partners, other agencies, organisations and practitioners;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online and engaging with our services;
- can recognise the additional risks that children with SEN and disabilities (SEND) and acute medical conditions face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses;
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff and volunteers, in any measures the charity may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the charities child protection policies are known, understood and used appropriately;
- ensure the charities 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/guardians are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the charity in this; and

Child protection file

The DSL will maintain the child protection files and review them regularly ensuring that any actions required have been taken immediately.

Availability

The designated safeguarding lead (or a deputy) should always be available (during operational hours) for staff and volunteers to discuss any safeguarding concerns.

The designated safeguarding lead is responsible for ensuring there are out of hours arrangements for contact should staff or volunteers require support or need to make a disclosure during non-operational hours.