



The Consortium Multi Academy Trust Role of the Designated and Alternate Safeguarding Lead

The Trust Board at The Consortium Multi Academy Trust ensures that the school designates appropriate senior members of staff to take lead responsibility for child protection. These people should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

At Helmingham Primary School and Nursery the DSL is the Mrs Cleland and Alternate DSLs are the Mrs Lloyd and Mrs Hawes.

The broad areas of responsibility for the designated and alternate safeguarding leads are:

Managing referrals:

Refer all cases of suspected abuse to the local authority children's social care and:

- The designated officer(s) for child protection concerns (all cases which concern a staff member)
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).
- Liaise with the Academy Head and Trust's DSL to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training:

The designated and alternate safeguarding lead should receive appropriate training carried out every two years 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 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 Safeguarding policy and procedures, especially new and part time staff.

Be alert to the specific needs of children in need, those with special educational needs and young carers.

- 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.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

Raising Awareness:

The designated and alternate safeguarding lead should ensure the school policies are known and used appropriately:

- Ensure the Trust and School Safeguarding Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies 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.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Signed by the post holder: *Bernie Cleland*
Designated Safeguarding Lead

Date: 14th June 2019