

Designated Safeguarding Lead Early Years (DSL) Roles and Responsibilities

- Every early year setting must appoint a Designated Safeguarding Lead (DSL) with the status and authority within the setting to carry out the duties of the post including committing resources, supporting and supervising staff.
- In all settings, leaders, and managers must ensure that sufficient time, funding, training, resources and support are available for the DSL to undertake the role and that it is part of their job description.
- The (DSL) can seek advice from the Local Authority Childcare Team/Early Years Team about safeguarding.

Roles and responsibilities of the DSL

The overall responsibility of the DSL is to ensure that safeguarding is undertaken in line with all relevant policies and procedures.

Key Responsibilities:

- To be available to support staff on child welfare and child protection matters
- To make appropriate assessments of children's needs in order to make accurate and timely referrals and take part in strategy discussions and other inter agency meetings.
- To liaise with other agencies in line with Working Together to Safeguarding Children 2015 and LSCB interagency procedures.
- To ensure LSCB and the Compact is signed, and responsibilities undertaken.

Policies and procedure – the DSL must:

- Ensure the safeguarding/child protection policies and procedures are reviewed and updated at least annually, and that any changes during the year are incorporated into policies, procedures and practice and staff advised.
- Make safeguarding policies and procedures available to parents/carers as a hard copy on the setting website.
- Ensure that all staff volunteers and students have a copy of safeguarding policies and procedures and ensure these are both understood and practiced by staff, volunteers and students.
- Ensure that safer recruitment practice is followed in line with current guidance

Training & Induction-the DSL must

- Receive updated safeguarding training at least once in every 3 years – (this must also be undertaken by the deputy DSL) and attend safeguarding forums and other training as required to undertake the role effectively and be able to cascade key messages to all staff.
- Ensure all staff, volunteers and students, if appropriate, have read, understood and agreed to abide by the setting's safeguarding policies and procedures and that they have easy access to all relevant documents.

- Ensure new staff, supply/agency staff and volunteers receive safeguarding induction and that staff receive regular supervision.
- Ensure all staff, undergo suitable role specific safeguarding training on a regular basis.
- Ensure key updates are disseminated at staff meetings and briefings as appropriate and a record is kept of this.
- Ensure sufficient staff have undertaken other safeguarding related training.
- Disseminate lessons from Serious Case Reviews and makes necessary changes to safeguarding policies, procedures and practice accordingly.
- Maintain a record of all training attended by staff, including dates attended and names of training organisations.

Action relating to children-the DSL must:

- Ensure incident of concern forms are completed to a high standard and ensure an appropriate response is made which may include undertaking an early help assessment or making referral to the appropriate agency i.e. Health Visitor, Children's Social Care and /Early Help services.
- Refer all cases of suspected abuse to Social Care immediately and ensure that the referral is progressed, but concerns remain they are escalated in accordance with the LSCB policy.
- Share information with other agencies as appropriate.
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- Share safeguarding information with setting staff on a need to know basis in order to promote the welfare of the child.
- Attend child protection conferences, children in need meetings and other meetings relating to children's welfare and supporting other members of staff to do so when appropriate.
- Contribute to child assessments and provide written reports when required to do so.
- Work in partnership with parents/carers unless doing so would potentially put a child at risk. Whenever in doubt a discussion should be held with Social Care for advice.
- Ensure individual records contain a chronology for Looked after children, Children in need, Child Protection and other children with safeguarding issues. Records are kept of all contacts with parent/carer, child and other agencies. Ensure safe transfer of records when a child moves to another setting or school.
- Encourage a culture of listening to children and taking account of their wishes and feelings.

Staff Action-the DSL must ensure that:

- Safer recruitment practices are being adhered to in line with LSCB guidance.
- The DBS log is complete and up to date.
- Requirements in relation to Disqualification by Association are being followed.
- Any allegations of safeguarding concerns relating to a member of staff are discussed with the LADO (designate officers of the Local Authority) and that any action taken is done so in line with the statutory regulation and LSCB guidance.
- If a member of staff is dismissed for a safeguarding incident or leaves prior to dismissal it is reported to the DBS (this is a legal requirement)
- Ensure the setting operates an effective whistleblowing policy which is shared with all staff and parents/carers.

Audit and Reporting

- Works with the Local Authority to undertake safeguarding checks and audits in order to self-evaluate and improve practice.
- Collates information for various purposes e.g. referrals to other agencies, attendance at Child Protection conferenced and Core Groups.
- In voluntary settings works with the Committee to ensure that any actions or recommendations set by Ofsted during inspection of the local authority during audit visits are progressed.

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