Roles of Safeguarding Leaders within St Claire’s

Who is the Onsite Safeguarding Lead?

Each site has an Onsite Safeguarding Lead and, in their absence, a named Deputy. The Club Manager holds the OSL role, if they have a deputy, they will be deputy OSL. If they do not, your Designated Safeguarding Lead will be available in their absence.

What is their Role?

They will be available during Club hours to offer guidance on questions relating to Safeguarding. They will decide in the first instance if something is a concern or if it is a situation which needs monitoring. In each instance, they will liaise with the DSL.

What Training do They Have?

The OSLs require Level Three Safeguarding to start with and refresher training every 2-3 years minimum. They are required to attend Manager’s meetings with the DSL to ensure updated are tier trained through St Claire’s.

What is a Designated Safeguarding Lead?

The DSL is the person appointed to take lead responsibility for child protection issues in St Claire’s. The lead responsibility for safeguarding and child protection remains with the DSL. The DSL should always be available during Club hours for staff to discuss any Safeguarding concerns. In St Claire’s, Karen is the DSL in Tara’s absence.

What training does a Designated Safeguarding Lead need?

The DSL should attend training to enable them to carry out their role. This should be updated every two years as a minimum.

What are the responsibilities of the Designated Safeguarding Lead?

The responsibilities of the Designated Safeguarding Lead include:

* Work with OSLs and Clubs to ensure Safeguarding is at the heart of our ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.
* Liaise with SDSL to keep her informed of any Safeguarding issues
* Liaise with staff on matters of Safety and Safeguarding and when deciding whether to make a referral by liaising with relevant agencies
* Act as a source of support, advice and expertise for staff.
* Undertake training and develop knowledge

In addition to formal training, the DSL & SDSL should keep knowledge and skills up to date via online training, e-bulletins, opportunities to network with other DSLs, and attend locally arranged briefings. These opportunities should be taken up at least once a year but more regularly if possible so that the DSL:

• Understands the referral and assessment process for early help and intervention

• Knows about child protection case conferences and reviews and can contribute to these effectively when required

• Ensures that all staff have access to and understand the school’s child protection policy

• Is aware of the needs of any vulnerable children ie; those with special educational needs, young carers and those receiving support from the local authority including a child in need, a child on a child protection plan or a looked after child

• Keeps detailed, accurate and secure records of concerns and referrals

• Understands the role of the Club in terms of the Prevent duty where required

• Attends refresher and other relevant training

• Encourages a culture of listening to children and taking account of their wishes and feelings in terms of what the school does to protect them.

Raise awareness.

The Designated Safeguarding Lead’s role is to:

• Work with the SDSL to ensure the Club’s Safeguarding Policy is updated and renewed annually and that all members of staff have access to it and understand it

• Provide regular briefings and updates at staff meetings to help ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities

• Ensure the Safeguarding Policy is available on site (in Parent’s Information Folder) and that parents are aware of the policy and that we may make referrals to Children’s Social Care if there are concerns about abuse or neglect.

• Link with the LSCB to keep up to date with training opportunities and the latest local policies.

* Support staff who have raised concerns about a child or have made a referral to Children’s Social Care

Training of Other Staff

It is the role of the Designated Safeguarding Lead, working with the SDSL, to ensure all staff:

• Have induction training Safeguarding, an understanding of Safeguarding issues including the causes of abuse and neglect.

• Are able to identify the signs and indicators of abuse, respond to disclosures appropriately and respond effectively and in a timely fashion when they have concerns.

Record Keeping

It is the Senior Designated Safeguarding Lead’s responsibility to keep detailed, accurate and secure written records of Safeguarding concerns. These records are confidential and should be kept separately from child records. They should include a chronology of concerns, referrals, meetings, phone calls and emails.

Referrals and Inter Agency Working

It is the role of the SDSL to:

* Make any referral to the Police or Local Authority.
* Liaise with the Local Authority Case Manager or the Designated Officer at the Local Authority at LADO if a concern has arisen regarding a member of staff.
* Refer cases of suspected abuse to Children’s Social Care, and support staff who have raised concerns about a child or have made a referral to Children’s Social Care
* Where there are concerns about radicalisation, to make referrals to Prevent.
* Refer cases to the Disclosure and Barring Service (DBS), where a member of staff has been dismissed following concerns they posed a risk to a child.
* Refer cases to the police where a crime has been or may have been committed.
* Notify Ofsted & Insurers of any notifiable event.

**In Brief:**

SDSL

Karen – [safeandsound@stclaire.co.uk](mailto:safeandsound@stclaire.co.uk)

* Reporting and record keeping
* Concerns about the DSL

DSL

Tara – [tara@stclaires.co.uk](mailto:tara@stclaires.co.uk)

* Directing Safeguarding throughout St Claire’s
* Concerns about OSLs

OSL

Winton – Erin. (Deputy Ylenia)

St Peter’s – Jodie

Jewell – Alex

Mudeford – Lisa

* Initial Safeguarding discussions
* Concerns about children, families or staff.