

# NEWMAN SCHOOL

**Role of DSL – Michaela Glarvey and  
Deputy DSL at Newman School**

## Guidance

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## **DSL: Main areas of responsibility**

- Take lead responsibility for safeguarding and child protection (including online safety)
- Support staff members to carry out their safeguarding duties
- Liaise closely with children's social care and other services

The DSL's main responsibilities are set out in Annex C of Keeping Children Safe in Education (KCSIE).

### **Managing referrals**

Newman DSL should refer cases:

- Of suspected abuse and neglect to the local authority (LA) children's social care team as required, and support any staff who do so
- To the Channel programme where there is a radicalisation concern, and support any staff who do so
- To the Disclosure and Barring Service (DBS), if a person is dismissed or leaves due to risk or harm to a child
- To the police, where a crime may have been committed

### **Working with others**

The DSL will need to work with Newman 3 safeguarding partners:

- The LA
- Clinical commissioning group (within the LA)
- Chief officer of police (within the LA)

The 3 safeguarding partners will have published arrangements for how they'll work with relevant agencies (which will likely include Newman school).

If named as a relevant agency, the school has a statutory duty to co-operate with the published arrangements. The DSL needs to familiarise themselves with the arrangements so the school can meet these expectations.

They'll also work with other agencies in line with Working Together to Safeguard Children.

Newman DSL will liaise with:

- The headteacher – to inform them of issues, especially enquiries under section 47 of the Children Act 1989 and police investigations
- The 'case manager' and the designated officer(s) at the LA – for child protection concerns involving a staff member
- The senior mental health lead and, where available, mental health support team – where safeguarding concerns are linked to mental health

- Staff – on matters of safety, safeguarding and welfare (including online and digital safety); when deciding whether to make a referral by liaising with relevant agencies; and as a source of safeguarding support, advice and expertise for all staff

They'll also work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:

- Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
- Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school

For example, by:

- Making sure the school knows which children have or have had a social worker, understanding their academic progress and attainment and maintaining a culture of high aspirations for them
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential

The DSL will also promote supportive engagement with parents and carers in safeguarding and promoting children's welfare, including where families may be facing challenging circumstances.

### **Raising awareness**

Newman DSL should:

- Make sure each member of staff has access to, and understands, the school's child protection policy and procedures
- Work with the governing board to make sure Newman school's child protection policy is reviewed at least every year, and that safeguarding procedures are updated and reviewed regularly
- Make sure the child protection policy is publicly available
  - And make sure parents are aware that Newman school may make referrals about suspected abuse or neglect
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

## **Child protection files**

Newman DSL is responsible for making sure child protection files are kept up to date. They should also make sure files are only accessed by those who need to see them, and that any information sharing happens in line with the guidance set out in KCSIE.

Where a pupil leaves Newman school, Newman DSL needs to make sure their child protection file is transferred securely to the new school as soon as possible (within 5 days for an in-year transfer or within the first 5 days of the start of a new term).

This means transferring it separately from the main pupil file and getting a confirmation of receipt.

They should also consider whether it would be appropriate to share any additional information with the new school or college before the child leaves. This may be useful, for example, if it would help the new school or college to have the right support ready for when the child arrives.

Read our article on [transferring child protection files](#) for more guidance.

Expectations for the DSL and deputies

Newman DSL should:

- Be a senior member of staff from Newman school's leadership team
- Have the appropriate status and authority within the school to carry out the duties of the post
- Have the role explicitly set out in their job description
- Have the time, funding, training, resources and support to:
  - Advise and support other staff on child welfare, safeguarding and child protection matters
  - Take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so
  - Contribute to the assessment of children

The DfE confirmed that the DSL doesn't need to have qualified teacher status or be a full-time employee. However, they (or a deputy) are expected to be available at all times during term time (more on this below), so you must have child protection arrangements and processes in place for when the DSL is not present.

**Deputy DSLs – See below** – for Newman Site leads

You can delegate the DSL's activities to deputies, but you shouldn't delegate the lead responsibility for child protection – this should stay with the DSL.

## Training

The DSL and any deputies should be trained to gain the knowledge and skills necessary to carry out the role.

This training should:

- Be updated at least every 2 years
- Include Prevent awareness for counter-terrorism

At the end of training, they should be able to:

- Understand how to identify, understand and respond to specific needs that can increase the vulnerability of children
- Understand specific harms that can put children at risk
- Understand the processes, procedures and responsibilities of other agencies, particularly children's social care
- Understand the assessment process for providing early help and statutory intervention
- Know how LAs conduct child protection case conferences and review conferences, and be able to contribute to these
- Understand how important their role is in providing information and support to children's social care
- Understand the lasting impact that adversity and trauma can have, and what is needed in responding to this in promoting educational outcomes
- Be alert to the specific needs of children in need, those with special educational needs and disabilities (SEND) or health conditions, and young carers
- Understand the importance of information sharing, internally and externally
- Understand and support Newman school with the requirements of the Prevent duty
- Understand the risks associated with being online (and the additional risks faced by vulnerable pupils) and know how to keep children safe while they're online at school
- Recognise the additional risks that children with SEND face online, and know how to support them to stay safe online
- Obtain access to resources and attend any relevant or refresher training courses
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships that facilitate communication
- Encourage a culture of listening to children and taking account of their wishes and feelings
- Understand relevant data protection legislation, especially the Data Protection Act 2018 and the UK General Data Protection Regulation
- Keep detailed, accurate and secure written records of concerns and referrals

The DSL and deputies should refresh their knowledge at least every year to understand any developments relevant to their roles. This can be done via:

- E-bulletins
- Meeting other DSLs
- Reading up on safeguarding developments

## Site Leads

### Deputy Designated Safeguarding Lead Role

At Newman the Site Leads who each act as DSL currently are

- Newman Dinnington site –Emma Love
- Newman Additional Resource –Michaela Glarvey
- Newman Main School Site – Lucy Dalton

#### **Areas of responsibility:**

##### ***Policy and procedure:***

- Act as a champion of the school's safeguarding policy and procedures by supporting all staff to have access to and understand them.
- Contribute to the school safeguarding policy and review process
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct).

##### ***Reporting concerns:***

- Recognise how to identify signs of abuse and when to make a referral
- Respond appropriately and promptly to disclosures or concerns relating to the well-being of a child
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Liaise with the Head Teacher and DSL to inform them of any issues and ongoing investigations
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases to the police as and when necessary
- **It is not the role of the Deputy DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school.** This falls to the Head teacher or to the Chair of Governors where the allegation is against the Head teacher.

**Multi Agency working:**

- When the head teacher or DSL is unavailable attend and contribute effectively to Child In Need meetings, Child Protection conferences, Early Help, and planning and review meetings; including those taking place out of normal working hours.
- Liaise with the LA and follow up any referrals made.

***Training:***

- Attend relevant training on an annual basis. In addition attend staff meetings/briefings forums/roadshows to reinforce and enhance safeguarding knowledge and practice
- Be pro-active in identifying training needs and inform DSL or Head teacher
- Keep up to date with safeguarding guidance and policies
- Contribute to safeguarding training for staff as appropriate

**Record Keeping:**

- Understand the policy and procedures in relation to record keeping
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are shared with the head teacher and DSL and are stored securely

Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professional