



## **Safeguarding Job description for Designated Safeguarding lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)**

This policy represents the agreed principles for the Designated Safeguarding Lead and Deputy Designated Safeguarding roles and responsibilities throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for. Please refer to our Safeguarding policy.

Jack in the Box is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.

### **Summary of role:**

- To take lead responsibility for all safeguarding and child protection matters (including online) arising at the nursery and to support all other staff in dealing with any child protection concerns that arise ensuring the nursery is meeting its legal statutory requirements as laid out in the Early Years Foundation stage (EYFS).
- To be responsible for liaising with Hertfordshire safeguarding children's partners and children's services agencies.
- Taking part in discussions and inter agency meetings to contribute to the assessment of children.
- To manage internal and external referrals.
- Be available to discuss any safeguarding concerns, provide support, advice, and guidance to staff on child welfare, safeguarding and child protection matters.
- To be given the time, training, resources, status and authority within the nursery to carry out the duties of the role including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with by knowing the welfare, safeguarding and child protection issues that children in need are experiencing or have experienced, and identifying the impact that these issues might be having on a child's attendance, engagement, and achievement.
- The safeguarding lead should ensure that staff are aware of the children who are known or have been previously known to children's social care and those who face barriers to their learning and/ or well-being and understands their academic progress and attainment and sets high aspirations for these children.

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- The Deputy Designated Safeguarding Lead should support the Designated Safeguarding Lead to provide additional support or reasonable adjustments to help children who are known or have been previously known to children's social care and those who face barriers to their learning and/or well-being reach their potential even after the statutory social work intervention has ended.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is the responsibility of every employee, to take reasonable care of self and others and to comply with the nurseries Health and Safety policies.

### Information sharing and managing the child protection files

- Ensure that child protection files are kept up to date. Information should be kept confidential and stored securely, records should include a clear and comprehensive summary of the concern details of how the concern was followed up and resolved, a note of any action taken, decisions reached and the outcome. These must be monitored regularly for any patterns.
- The designated safeguarding lead should understand the importance of information sharing both within nursery and externally with the safeguarding partners, other agencies, organisations and practitioners as appropriate.
- The designated safeguarding lead is responsible for ensuring that child protection files are up to date, are stored securely, are a detailed accurate record of concerns and referrals.

### Duties and Responsibilities

The Designated Safeguarding Lead will have line management responsibility for the Deputy Designated Safeguarding Lead

### Main Duties and Responsibilities for Managing Referrals

#### To take lead responsibility for:

- Have a clear understanding of the Safeguarding policies and procedures and ensure they are implemented on a daily basis in the setting.
- Referring all cases of suspected abuse and neglect of any child at the nursery to Hertfordshire's safeguarding children's partnership using the continuum of need for young people.
- Coordinate and oversee support when working with a child who has a Child in Need or Child Protection plan in place and ensure that the nursery is always represented, either in person or by a report, where appropriate.
- Coordinate the early identification of vulnerable children and families and coordinate the development of integrated practice to support the child.
- Supporting staff who make referrals to local authority children's social care or support agencies.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- Referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff
- As required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member)
- Referring cases through the Prevent Strategy to the Channel programme (and support staff who make referrals) where a young person is vulnerable to a radicalisation concern
- Making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child and report a significant event to Ofsted within 14 days.

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- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Making referrals to the police where a crime may have been committed which involves a child or adult as required.

DSL – to liaise with the directors in respect of police investigations or investigations under section 47 Children Act 1989 which involves the nursery.

To 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 the relevant agencies

### Working with others

- Act as a source of support, advice and expertise for all staff.
- Act as a point of contact with the safeguarding partners.
- Liaise with staff, and the SENCo on matters of safety, safeguarding and welfare, including online and digital, and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances through Families First and Early Help.
- Establish effective working relationships and set a good example through personal and professional conduct.

### Raising Awareness

- Ensure the nursery's child protection policy is adhered to, current and updated with any changes in legislation or through updated training.
- Ensure the child protection policy is available publicly
- Key learning from serious case reviews is shared along with any new legislation.
- Opportunities are created to share good practice both within nursery and through team meetings.
- The Designated Safeguarding Lead will support parents with opportunities to learn how to keep their children safe.
- The Designated Safeguarding Lead must consider appropriate systems to support children in making disclosures.
- All staff must undergo safeguarding training to provide them with the knowledge and skills necessary to carry out this role. DSL and DDSL's must undergo DSL training all training should be updated every two years. All staff should also undertake Prevent awareness training two yearly. In addition to the formal training set out above, all staff should refresh their knowledge and skills at regular intervals to keep updated with new developments to their role.
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the nurseries role in this
- Maintain links with Hertfordshire Safeguarding Children's partners to ensure staff are aware of training opportunities and the latest local policies on local safeguarding arrangements and help promote educational outcomes by sharing the information about the welfare, safeguarding and child

protection issues that children who are known or previously known to children's social care and those who face barriers to their learning and/ or well-being are experiencing with all staff.

- Where children leave the nursery ensure their child protection file is transferred in a secure manner usually by hand to the new nursery/ school setting as soon as possible and signed for. This should be transferred separately from the main child's file. The DSL is responsible for ensuring that reasonable steps are taken to ensure secure transit and for obtaining confirmation of receipt from the new nursery/school setting using the transfer form which is then stored in the child's file.

## **Preventing Radicalisation**

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) DfE updated 2024 the DSL has the following responsibilities:

- Acting as the first point of contact for parents, pupils, staff and external agencies in all matters relating to the Prevent Duty
- Co-ordinating Prevent Duty procedures in the nursery
- Ensure all staff have undertaken appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of Prevent' (WRAP) training
- Undergoing appropriate training on the Channel programme
- Assessing the training needs of all staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff, students and volunteers and keep records of staff training. Certificates must be placed in staff's individual files.
- Monitor all records kept, alongside the storing of confidential records in relation to the Prevent Duty
- Liaise with the local Prevent co-ordinators, the police, local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty

## **Training**

The DSL & Deputy DSL should receive appropriate child protection training every two years (and refresh their knowledge and skills through network meetings, email updates and documents on an ongoing basis) in order to:

- Understand the assessment process for providing early help and statutory intervention, for example through locally agreed common and shared assessment processes such as early help assessments and local children's referral arrangements through the Continuum of Need for children and young people.
- 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 nurseries child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need and those with special educational needs
- Be able to keep detailed, accurate, secure written records and chronologies of concerns, conversations and referrals
- Understand and support the nursery with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation
- 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, amongst all staff, in any measures the nursery may put in place to protect them with a safeguarding culture of "it could happen here".

**This policy was adopted by the managers and staff in September 2025**

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Signed on behalf of Jack in the Box

DSL and DDSL

signatures:.....

Staff

Signatures:.....

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