



# Role of the designated Safeguarding lead

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## Reviewed

When	First Review	Approval
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## Role of the Designated Safeguarding Lead (DSL)

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# Job Description: Designated Safeguarding Lead (DSL)

**Employer:** Lilly Brook Child Care LTD

**Reports to:** Directors of Lilly Brook Child Care LTD

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## Purpose of the Role

The Designated Safeguarding Lead (DSL) is responsible for **leading the safeguarding and child protection arrangements** within Lilly Brook Child Care LTD. The DSL ensures all children are **safe from harm, neglect, or abuse**, supports staff in safeguarding matters, and maintains compliance with **EYFS 2025, statutory safeguarding guidance, and local partnership procedures**.

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## Key Responsibilities

### 1. Managing Referrals

- Refer suspected cases of abuse or neglect promptly to **Children's Social Care** in line with statutory timescales.
- Support and advise staff who raise safeguarding concerns or make referrals.
- Refer concerns regarding radicalisation to the **Channel Programme** and support staff with the process.
- Report staff dismissal or resignation due to safeguarding risk to the **DBS**.
- Refer cases involving potential criminal activity to the **Police**.
- Maintain **confidential, accurate, and secure records** of all safeguarding concerns, actions, and referrals.
- Share safeguarding information appropriately, strictly on a **need-to-know basis**, following statutory guidance and local safeguarding partnership procedures.

### 2. Working with Others

- Liaise regularly with the **Directors** regarding ongoing child protection investigations.



- Work with the **Local Authority Designated Officer (LADO)** on staff or volunteer allegations.
- Collaborate with **external agencies, professionals, and families** to ensure effective multi-agency safeguarding.
- Provide **advice, guidance, and support** to staff on all safeguarding matters.

### 3. Training and Development

- Undertake formal safeguarding training at least **every two years**, including Prevent duty training.
- Ensure deputy DSLs receive equivalent training and ongoing support.
- Keep knowledge up to date through bulletins, networking, and **annual refresher training**.
- Ensure all staff, including new or part-time employees, understand safeguarding policies and procedures.

### 4. Raising Awareness and Policy Support

- Ensure staff understand safeguarding policies and their roles within them.
- Support the annual review and update of the **Child Protection Policy**, ensuring procedural changes are communicated.
- Make the safeguarding policy **accessible to parents and carers**, explaining that referrals may be made if abuse or neglect is suspected.
- Liaise with the **Bromley Safeguarding Children Partnership** regarding local safeguarding developments and training.
- Conduct an **annual safeguarding audit** to monitor compliance and identify areas for improvement.

### 5. Child Protection Records and Transfers

- Ensure child protection records are **stored securely and separately** from general child files.
- When children leave the setting, transfer records **securely and promptly**, confirming receipt by the new setting.
- Communicate known safeguarding concerns to **previous and future settings** where applicable.

### 6. Availability

- Be available to staff for safeguarding support during **all operational hours**.
- Where physical presence is not possible, ensure availability via **phone, video, or other secure methods**, with a prompt response.
- Ensure appropriate cover arrangements for **out-of-hours activities and holiday periods**.



## Person Specification / Key Skills

- Proven knowledge of **child safeguarding, child protection, and multi-agency working**.
  - Strong understanding of **EYFS safeguarding requirements and Ofsted expectations**.
  - Experience in **record-keeping and case management** for safeguarding concerns.
  - Excellent **communication and leadership skills**.
  - Ability to provide **advice, guidance, and training** to staff.
  - Professional integrity, discretion, and ability to maintain **confidentiality**.
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## Qualifications / Experience

- Minimum **Level 3 safeguarding qualification** or equivalent.
  - Designated Safeguarding Lead experience preferred in an **early years or educational setting**.
  - Experience with **multi-agency safeguarding processes**, including referrals to social care, police, or DBS.
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## Key Contacts

- **Directors of Lilly Brook Child Care LTD**
  - **Local Authority Designated Officer (LADO)** – LADO@bromley.gov.uk
  - **Bromley Children’s Social Care Duty Team** – 020 8461 7777 (Emergency: 020 8464 4848)
  - **Police** – 101 (Emergency: 999)
  - **Channel Programme / Prevent Team** – prevent@bromley.gov.uk
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## Working Conditions

- Based on site during operational hours.
  - May involve responding to **urgent safeguarding incidents** outside normal hours via phone or secure communication.
  - Participation in **training, audits, and multi-agency meetings** required.
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