

The Role of the Designated Teacher for Safeguarding

The Purpose of the Role:

This role is key to ensuring that proper procedures and policies are in place and are followed with regard to safeguarding issues and that there is a dedicated resource available for other staff, volunteers and governors to draw upon.

Every school should appoint a senior teacher as a safeguarding designated Teacher [DMS]; all members of staff should be aware of who this person is and what their role is. Although safeguarding children is everyone's responsibility, the DMS should act as a source of advice and co-ordinate action within the school over cases of abuse, looked after children or other safeguarding matters. They will need to liaise with all agencies and build a good working relationship with colleagues from these agencies.

They should possess skills in recognising and dealing with child welfare concerns. Appropriate training and support must be given. The DMS must be the first person to whom staff report cases. It is then the responsibility of the DMS to discuss the situation with the Headteacher(s) and the relevant agencies.

When the DMS is absent, staff should contact the LA Education Welfare Team, 0121 788 1505, for advice.

The designated teacher is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by their local LSCB and LA. They must also be able to deal with allegations made against members of staff.

To be effective the DMS must:

- Act as a source of advice, support and expertise within the school and be responsible for co-ordinating action regarding referrals by liaising with Social Care and other relevant agencies over cases of abuse and allegations of abuse, regarding both children and members of staff
- Ensure each member of staff has access to and is aware of the school's safeguarding policy. This is essential in respect of staff who are perhaps part time or work with more than one school - such as supply teachers
- Liaise with the Headteacher(s) (if designated teacher is not a Headteacher) to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role

- Attend relevant training and cascade to school staff, where appropriate.

The DMS also have an important role in ensuring all staff and volunteers receive appropriate training. DMS must:

- Have received training in how to identify abuse and know when it is appropriate to refer a case together with having a working knowledge of how LSCB's operate and the conduct of a safeguarding case conference and be able to attend and contribute to these when required
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors
- Make themselves known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in safeguarding. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

DMS: Mark Pratt, Becky Martin, Jane Ferguson

Named Governor: Janet Marsh

September 2011