**Mapping of the key roles and responsibilities that DSLs could have in school**

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| **Role / responsibility** | **Name of the DSL(s) responsible** |
| **Lead DSL**(This has to be a **senior member** of staff, from the school or college **leadership team)** |  |
| Take lead responsibility for online safety and understanding the filtering and monitoring systems and processes in place |  |
| Manage and make referrals  |  |
| Act as a ‘case manager’ for cases referred to the Local Authority Designated Officer about members of staff, supply staff or volunteers |  |
| Act as a point of contact for the Norfolk Safeguarding Children Partnership |  |
| Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs, or the named person with oversight for SEN in a college and Senior Mental Health Leads on matters of safety and safeguarding (including online safety). |  |
| Act as a source of support, advice and expertise for all staff |  |
| 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 |  |
| Revise the school’s safeguarding and child protection policy at least annually, ensuring it meets statutory requirements and that it is publicly available on the website |  |
| Ensure every member of staff has access to, and understands, the school’s or college’s child protection policy and procedures |  |
| Leads on safeguarding inductions for all new staff and volunteers ensuring this adheres to statutory guidance |  |
| Lead safeguarding training for staff |  |
| Ensure staff have access to regular updates / information to support them in fulfilling their duties effectively |  |
| Keep detailed, accurate, secure written records of concerns and referrals; |  |
| Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation |  |
| Make parents aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this |  |
| Ensure child protection files are transferred to the new school or college through secure transit, and confirmation of receipt is obtained |  |
| Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school and college leadership staff. Their role could include ensuring that the school or college, and their staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children |  |