Template Designated Safeguarding Lead (DSL) – Job Description (KCSIE 2025)

This job description outlines the responsibilities of the Designated Safeguarding Lead (DSL) in accordance with Keeping Children Safe in Education (KCSIE) 2025. The DSL holds lead responsibility for safeguarding and child protection, including online safety, GDPR compliance, and monitoring of pupil attendance and behaviour.

Job Title:
Designated Safeguarding Lead (DSL)

Reports to:
Headteacher

Purpose of the Role:
To take lead responsibility for safeguarding and child protection across the school or college, ensuring that safeguarding is embedded in the institution's culture, policies, and practice. The DSL will also oversee safeguarding GDPR compliance, filtering and monitoring systems, and support staff in identifying and responding to concerns relating to safeguarding including those where pupil attendance, behaviour, mental health and trauma are also present.

Key Responsibilities:

1. Managing Referrals
• Refer cases of suspected abuse, neglect, or exploitation to local authority children's social care.
• Refer cases to the Channel programme where there is a radicalisation concern.
• Refer cases to the Disclosure and Barring Service (DBS) where a person is dismissed or leaves due to risk/harm to a child
• Refer cases to the police where a crime may have been committed.
• Support staff who make referrals and ensure referral into early help and support systems in line with Stockport systems.

2. Working with Others
• Act as a point of contact with statutory safeguarding partners.
• Liaise with the Headteacher/Principal on safeguarding issues, especially those involving Section 47 enquiries or police investigations.
• Liaise with the Local Authority Designated Officer (LADO) for concerns involving staff
• Work with pastoral staff, SENCOs, school nurses, IT staff, mental health leads, Attendance Lead, and Behaviour Lead to ensure a holistic approach to safeguarding.
• Collaborate with the Attendance Lead to monitor and respond to patterns of frequent or severe absence, and ensure safeguarding concerns are considered for children missing from

education.

• Work closely with the Behaviour Lead to identify and address behavioural concerns that may be linked to safeguarding issues, and support the implementation of appropriate interventions.

• Promote engagement with parents/carers, especially in challenging circumstances.

3. Raising Awareness

• Ensure all staff understand and follow the school's safeguarding policies and procedures.

• Ensure the safeguarding and child protection policy is reviewed annually and made publicly available.

• Promote a culture of listening to children and taking their views seriously, ensuring a consistent child centred approach.

• Share safeguarding information with teaching staff to support educational outcomes, particularly for children with a social worker.

• Promote trauma-informed approaches across the school, ensuring staff understand the impact of adverse childhood experiences on behaviour, attendance, and learning, and respond with empathy and appropriate support.

4. Training and Development

• Undertake DSL training every two years and Prevent awareness training.

• Keep knowledge and skills up to date through regular refreshers and engagement with safeguarding developments. Access updates locally and ensure a secure understanding of local risks and challenges.

• Ensure all staff receive appropriate and relevant safeguarding training and updates.

• Lead a process of continuous improvement including case file audits, review of paperwork and the application of school/college standards.

5. Record Keeping and Information Sharing

• Maintain accurate, confidential, and secure child protection and safeguarding records.

• Ensure timely transfer of child protection files when a pupil moves school (within 5 working days).

• Understand and apply data protection and information sharing legislation, including GDPR requirements to records, reports and data management.

6. Filtering and Monitoring

• Oversee the implementation and effectiveness of filtering and monitoring systems to safeguard pupils online.

• Work with IT staff to ensure systems are compliant with statutory guidance and respond to online safety concerns.

7. Availability

• Be available (or ensure a trained deputy is available) during school hours for staff to discuss safeguarding concerns.

• Arrange appropriate cover for out-of-hours or term-time safeguarding responsibilities.

Other responsibilities and duties

Include any other key duties or responsibilities here such as being an Encompass Key adult, meeting regularly with the Safeguarding governor etc.