

Community Pre-schools Designated Safeguarding Lead (DSL) Policy

Role and Responsibilities of the DSL

The Designated Safeguarding Lead (DSL) holds primary responsibility for overseeing all safeguarding and child protection matters within the individual settings of Community Pre-schools. The DSL acts as the central point of contact for staff, parents, carers, and external agencies regarding safeguarding concerns. Their duties include:

- Receiving and managing safeguarding concerns or disclosures, following established reporting procedures.
- Liaising with local safeguarding partners, including social services, law enforcement, healthcare providers, and educational authorities.
- Providing guidance and support to staff regarding safeguarding best practices and policy implementation.
- With the managers of Community Pre-schools ensuring safeguarding records are accurately maintained, secure, and confidential in accordance with data protection requirements.
- With the managers of Community Pre-schools keeping all policies up to date and reflecting current statutory guidance and local procedures.

Appointment and Training

The DSL must be a qualified member of staff with appropriate knowledge and experience in safeguarding and child protection. The DSL and any deputies will:

- Complete advanced safeguarding training prior to undertaking the role.
- Attend regular refresher courses (at least every two years) and remain up to date with local and national developments in safeguarding practice.
- With the managers of Community Pre-schools support the training and development of all pre-school staff, ensuring everyone is aware of their individual safeguarding responsibilities.

Availability

A DSL or suitably trained deputy will always be available during pre-school hours to respond to safeguarding concerns promptly. Clear arrangements will be in place for out-of-hours or holiday periods, including details of external contacts for urgent cases.

Promoting a Safe and Inclusive Environment

The DSL will champion a culture of vigilance and openness, ensuring that all children, including those who are more vulnerable, are listened to and that their voices are valued. They will ensure policies and practices reflect the specific needs of children with special educational needs and disabilities, as well as those at risk of exploitation, abuse, or neglect.

Working in Partnership

The DSL will foster strong, collaborative relationships with other agencies and professionals, ensuring information is shared appropriately and in a timely manner to protect children. The DSL will participate in multi-agency meetings and contribute to safeguarding plans for individual children as required. The DSL will report to the managers of Community Pre-schools for guidance, support and clarification of any safeguarding issues

Record Keeping and Confidentiality

All concerns, discussions, and decisions made will be recorded accurately and securely. The DSL is responsible for ensuring that information is only shared with those who need to know, in accordance with GDPR and relevant safeguarding legislation.

Review and Monitoring

The effectiveness of the DSL function and safeguarding policies will be reviewed annually with the managers of Community Pre-schools or more frequently if required by changes in legislation or practice. Feedback from children, families, and staff will inform ongoing policy development.

Together, these measures ensure that Community Pre-schools maintains the highest standards of safeguarding, placing the well-being and protection of every child at the heart of its practice.