

### Designated safeguarding lead checklist

The role of the designated safeguarding lead is to take responsibility for managing child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.

**Name of the designated safeguarding lead:**

<b>Roles and responsibilities checklist</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Is the designated safeguarding lead a member of the school's leadership team?			
Is there a deputy designated safeguarding lead?			
If not, what safeguarding arrangements are in place for when the designated safeguarding lead is not available?			
Is the designated safeguarding lead given sufficient time and resources to undertake their safeguarding responsibilities?			
Does the designated safeguarding lead keep the head teacher informed of on going child protection issues, including the welfare of pupils who are subject to a child protection plan?			

<b>Referrals</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Does the designated safeguarding lead know how to recognise the signs of abuse and know when it is appropriate to make a referral?			
Does the designated safeguarding lead act as a source of advice, support and expertise when deciding when to make a referral, through liaison with relevant agencies?			
Does the designated safeguarding lead keep the head teacher informed on ongoing investigations?			

<b>Child protection policy</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Does the designated safeguarding lead ensure that the child protection policy is updated and reviewed annually?			
Does the designated safeguarding lead work with the governing body in updating and reviewing the policy?			
Does the designated safeguarding lead ensure that the child protection policy is available and accessible to all staff?			
Does the designated safeguarding lead ensure that the child protection policy is available and accessible to parents and carers?			

**Training****Yes****No****Action**

Has the designated safeguarding lead attended relevant child protection training? <ul style="list-style-type: none"> <li>• Basic child protection training</li> <li>• Training in inter-agency working</li> <li>• Refresher training every 2 years</li> </ul>			
Give dates of the most recent refresher course for the designated safeguarding lead:			
Does the designated safeguarding lead ensure that all staff have induction training covering child protection and that all staff know how to report concerns?			
Does the designated safeguarding lead provide/arrange regular refresher training on child protection for staff (in line with LSCB advice)			
Give dates of the most recent refresher training for staff :			

**Local procedures****Yes****No****Action**

Does the designated safeguarding lead have access to the local authority safeguarding procedures, guidance, training and support?			
Has the designated safeguarding lead established positive links with other relevant agencies such as the LSCB and Children's Social Care?			
Does the designated safeguarding lead have a working knowledge of local procedures, including the LSCB and child protection conferences?			
Does the designated safeguarding lead contribute effectively to these procedures and ensure that the school is represented at child protection conferences, reviews; core groups and other inter agency professional meetings?			

**Record keeping****Yes****No****Action**

Is there a system in place for the designated safeguarding lead to identify vulnerable pupils in school?			
Does the designated safeguarding lead keep detailed, accurate and secure records of referrals and concerns?			
Do the records contain a chronology of concerns, referrals, meetings, phone calls and emails?			
Are there procedures in place for ensuring the effective transfer of confidential information relating to safeguarding at points of transition?			
Are child protection files copied and transferred separately from other records when a child moves school?			

**Monitoring and evaluation****Yes****No****Action**

<b>Monitoring and evaluation</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Does the designated safeguarding lead monitor the effectiveness of the school's safeguarding procedures?			
Is the monitoring of the safeguarding policy linked to other relevant policies such as behaviour, attendance, anti-bullying, physical intervention, intimate care, recruitment and selection?			