

Sansara Choir: Designated Safeguarding Lead

29.11.22

Role Description

The Designated Safeguarding Lead (DSL) must be an appropriate senior member of staff. They have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.

Manage referrals

The DSL is expected to:

- refer cases of suspected abuse to the local authority children/adult's social care as required,
- support staff who make referrals to local authority children/adult's social care,
- refer cases to the Channel programme where there is a radicalisation concern as required,
- support staff who make referrals to the Channel programme,
- refer cases where a person is dismissed or left due to risk/harm to a child/vulnerable adult to the Disclosure and Barring Service as required,
- refer cases where a crime may have been committed to the Police as required.

Work with others

The DSL is expected to:

- liaise with Trustees/Managers to inform them of issues,
- as required, liaise with the "case manager" and the designated officer(s) at the local authority for child/vulnerable adult protection concerns in cases which concern a staff member,
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies,
- act as a source of support, advice and expertise for all staff.

Training

The DSL should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other DSLs, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children/adult's social care referral arrangements,
- have a working knowledge of how local authorities conduct a child/vulnerable adult protection case conference and a child/vulnerable adult protection review conference and be able to attend and contribute to these effectively when required to do so,
- ensure each member of staff has access to, and understands, the Choir's child and vulnerable adult protection policy and procedures,
- are alert to the specific needs of children/vulnerable adults in need, those with special educational needs and young carers,
- are able to keep detailed, accurate, secure written records of concerns and referrals,
- understand and support the Choir with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children/vulnerable adults from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses,
- encourage a culture of listening to children/vulnerable adults and taking account of their wishes and feelings, among all staff, in any measures the Choir may put in place to protect them.

Raise Awareness

The DSL should:

- ensure the Choir's child/vulnerable adult protection policies are known, understood and used appropriately,
- ensure the Choir's child/vulnerable adult protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this,
- ensure the child/vulnerable adult protection policy is available publicly.

Availability

During the Choir's activities the DSL should always endeavour to be available for staff to discuss any safeguarding concerns. In the unlikely event of the DSL being unavailable, concerns should be directed to the Designated Safeguarding Trustee, Sarah Rennix (sarahrennix@gmail.com).