



Designated Safeguarding Lead/Deputy Designated Safeguarding Lead (DSL/DDSL)- Job Description

Job title: Designated Safeguarding Lead/Deputy Designated Safeguarding Lead (DSL/DDSL)

Reporting to: Safeguarding Officer

Responsible for: All volunteers and children on their week of camp

Main purpose

The DSL will take lead responsibility for safeguarding and child protection across their week of camp.

They will advise and support other members of the volunteering team on child welfare and child protection matters and liaise with the safeguarding officer, relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

Duties and responsibilities

Working with volunteers and other agencies

- Ensure volunteers can access and understand the DKC child protection and safeguarding policy and procedures.
- Inform the safeguarding officer of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm.
- Liaise with the local authority regarding any concerns where the children are at risk of harm.
- Liaise with the charity's safeguarding officer and the local authority's designated officer for child protection concerns in all cases where volunteers are involved.
- Liaise with volunteers on matters of safety, safeguarding, and when deciding whether to make a referral.
- Act as a source of support, advice and expertise for volunteers.

- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage a culture of listening to children among all volunteers, ensuring that children's feelings are heard where the charity puts measures in place to protect them.

Managing referrals

- Refer cases of suspected abuse that **are an immediate concern**, to the safeguarding officer who will report to the local authority children's social care or police.
- Refer cases that **are not of immediate concern** to the local authority children's social care and update records accordingly.
- Inform the school's safeguarding lead about any disclosures and referrals to children's social care as soon as possible and before the camp leader team leave camp on the Saturday.
- Support volunteers who make referrals to the DSL/DDSL.
- Support children who make disclosures.
- Refer cases to the safeguarding officer and then the Channel programme where there is an extremism/radicalisation concern.
- Refer cases where a crime may have been committed to the police.
- Inform parents a referral is being made unless this may place the child at increased risk of significant harm.

Situations when it would not be appropriate to inform family members prior to referral include where:

- o Discussion would put a child at risk of significant harm.
- o There is evidence to suggest that involving the parents/carers would impede the police investigation and/or Children and Families Services enquiry.
- o There are concerns that a child may have been conceived as a result of an incestuous relationship or intra-familial sexual abuse.
- o Complex (multiple or organised) abuse is suspected.
- o Fabricated or induced illness is suspected.
- o To contact parents/carers would place you or others at risk.
- o Discussion would place one parent at risk of harm, for example, in cases of domestic abuse.
- o It is not possible to contact parents/carers without causing undue delay in making the referral.
- o Risk of flight.
- o Risk of harm to volunteers.
- o There are concerns about a possible forced marriage or honour-based violence.
- o An allegation is made that a child under 13 has been involved in penetrative sex or other intimate sexual activity.
- Update records as and when necessary at each stage, with all actions taken, including post camp when the Designated Safeguarding Lead at the child's school is informed.
- Keep detailed, accurate and secure written records of concerns and referrals on the Event Logging Form (ELF) form.
- o Ensure records/logs are kept up to date.

- o Keep information confidential.
- o Make sure records include:
- o A clear and comprehensive summary of the concern.
- o Details of how the concern was followed up and resolved.
- o A note of any action taken, decisions reached and the outcome.
- o Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role.
- Undergo Prevent training and be able to:
 - Support DKC in meeting the requirements of the Prevent duty
 - Provide advice and support to volunteers on protecting children from the risk of extremism/radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to volunteers on protecting and identifying children at risk of FGM
 - Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources
- Undertake Refresher DSL training every 2 years as currently required.

The DSL will be required to safeguard and promote the welfare of children and volunteers and follow charity policies and the volunteers code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

In addition to this, the DKC Safeguarding Officer will...

- Ensure the DKC's child protection policies are known, understood and used appropriately.
- Work with the Trustees to ensure the DKC safeguarding and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the safeguarding policy is available and easily accessible to everyone via the DKC website.
- Ensure that parents have read the safeguarding policy and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this.
- Link with the local safeguarding children board (LSCB) to make sure volunteers are aware of training opportunities and the latest local policies on safeguarding.

Last review date: 15th February 2025

Next review date: 15th February 2026

Safeguarding Officer's signature:

Date:

DSL/DDSL signature:

Date:

Further guidance to support the DSL/DDSL role

When an Allegation is a Child Protection Concern

An allegation becomes a child protection concern when:

- The behaviour involves sexual assault or physical assault.
- The child who has experienced the abusive behaviour has suffered significant harm.
- The behaviour forms part of a pattern of concerning behaviour by the child who is being abusive.
- The child carrying out the abuse is displaying sexualised behaviour.
- You are concerned that the child carrying out the abuse may be doing so because they have experienced abuse themselves.

It is also a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- There's an age difference of more than two years.
- There's a significant difference in terms of size or level of ability.
- The child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader).
- The child being abused is significantly more vulnerable than the other child.

Types of Records

Records do not have to be complex, a simple form will be created. As a minimum, we use a report form (**ELF**) to create a PDF of a Concern Report, which builds a **Case File** and a **Concerns Log**.

Safeguarding Concern Reporting Form (Event Logger Form - ELF)

This is an electronic form, but a paper copy can be used if necessary then uploaded, which volunteers will use to report any concerns.

Safeguarding and Child Protection Case File

A Safeguarding and Child Protection Case File, which is a PDF document, created using the ELF, is our Record:

- Of any Decision Making

- Actions or Information Related to the Concern
- This could be a paper-based file or an electronic PDF document.

Record Keeping - Accurate and up-to-date Records of Safeguarding and Child Protection Concerns are Essential for a number of reasons:

- They can help you identify concerns at an early stage.
- They can help you identify patterns of concern.
- They can enable you to record seemingly minor issues to build a more complete picture of what a person may be experiencing.
- They help you monitor and manage Safeguarding and Child Protection practices, including decision making, actions taken and agreed joint strategies with other agencies.
- They can provide you with evidence to support actions both within your organisation and when working with external agencies.
- They can support you to demonstrate action taken to reduce the impact of harm.
- They can provide continuity when staff or volunteers change or are unavailable.

Concerns Log

A Safeguarding and Child Protection Concerns Log is a tool for the Safeguarding Team, to keep a track of the Safeguarding and Child Protection Concerns Reported. It could be a paper-based form or electronic file, like a Spreadsheet.

The Concerns Log gives a quick guide to Outstanding Cases and Actions, which will be kept in the Safeguarding and Child Protection Folder, which is secure.

The Concerns Log also helps to report both internally and externally on the Number and Types of Safeguarding and Child Protection Concerns we receive, as an organisation. This will perform part of our planned for retaining/gathering of Safeguarding Information/statistics, ready for Reports being made to the Trustee Board.

The Concerns Log will show:

- Case File Reference Number
- Type of Concern Reported - Subject
- Case or Action Outstanding
- Number of Concerns Reported

Keeping and Storing Records

There is no one way to set up Safeguarding and Child Protection records, but there are key things that should be in place:

- They should be started as soon as you become aware of any concern.
- Use clear and straightforward language.
- Be concise and accurate, so they can be understood by anyone not familiar with the case.
- Clearly differentiate between facts, opinions and judgements.
- Make sure they're up to date and preferably in chronological order.

Storage of Safeguarding and Child Protection Records

Keeping in line with guidance, as an organisation we will:

- Keep them secure and separate, from any general records.
- Separate each person.
- Only keep them for as long as necessary.
- Make sure they are only accessible to relevant volunteers - the Lead Trustee for Safeguarding, the Safeguarding Officer and the Designated Safeguarding Leads - for a limited period of time only.

Consent

You should always seek consent from a child to share information they have given about themselves or others. However, if consent is not given, you can and should still share information with relevant professionals, if you are protecting a child from significant harm. Therefore, wherever possible, we always seek consent from the person involved in the concern. We are open and honest with the person about why, what, how and with whom, their information will be shared. If we decide to share information after the person refuses permission, we will explain to them why we have made the decision to share without their permission.

You can refer to the [United Nations Convention on the Rights of the Child](#) (UNCRC). This is an international agreement that protects the rights of children and provides a child centred framework for the development of services to children. The UK Government ratified the UNCRC in 1991 and, by doing so, recognised children's rights to expression and receiving information.

Five Reasons you May Share Information Without Consent:

- If you think a person is at serious risk of harm or abuse, including harming themselves.
- If you receive information which indicates that a serious crime has been or is going to be committed.
- If you are required to by law, for example, for some professions, any suspicion of forced marriage or female genital mutilation (FGM).
- If you think the person lacks the mental capacity to decide and have agreed with another Designated Safeguarding Lead (or Deputy DSL) it would be in the individual's best interest.
- If an individual gives information which indicates a possible terrorist threat.

How to Share Information

- If you are referring to another organisation or Social Services, they may have a form to use. Try to use this, as it helps the organisation to process information quickly.
- Use specific language and describe the situation in factual detail. Different teams and agencies may use different terminology, so make sure you use clear language.
- Keep it secure. If you are sending personal or sensitive information, keep it secure. If you don't have an encrypted email, password protect any documents or consider other methods of keeping information safe.
- Record what you have shared.

Any information shared, whether verbally or by writing **must** be recorded. This should be done using the ELF Safeguarding Report/Update log, where any information is stored securely.