

Designated Safeguarding Leads

Roles and Responsibilities

James Kidd (Designated Safeguarding Lead) – Vice Principal (Pastoral)



As Designated Safeguarding Lead, responsibilities include:

- Promotion of Safeguarding at DLD College, ensuring that it is considered to be the number one priority of all that work at DLD, interact with our students or visit the College
- Ensuring appropriate they are up to date with appropriate training
- Accepting and dealing with disclosures made by students, ensuring appropriate action is then taken.
- Referring to external agencies when the need arises
- Taking part in multi-agency meetings, representing the College with external agencies when the need arises
- Having overall oversight of the MyConcern portal, both from the administration and triaging aspects.
- Having overall responsibility for the safeguarding training of staff and students at DLD
- Being on-call and contactable by phone at appropriate times of the week to ensure availability for advice or referrals
- Having responsibility for the safeguarding training of any boarding staff members and occasional training for UrbaNest members of staff (on request). Responsibility also for the safeguarding training in relation to student on student safeguarding in boarding (Head and Deputy Heads of Huddle)
- Having oversight regarding safeguarding compliance for those who interact with our students in terms of guardianship (temporary or permanent) and home-stays, escalating to the DSL if there breaches or risks to compliance
- Having oversight for review and tracking of safeguarding measures relating to the responsibilities of our partners, UrbaNest, and communicating these to them, escalating to the DSL if there breaches or risks to compliance
- Participation in delivering of training to staff
- Oversight in the support of new staff ensuring they are compliant in statutory training requirements (with support from ELT's PA) and delivering sessions as part of induction (excluding boarding staff)
- Preparing and creating the Annual Safeguarding Report for Head Office
- Having overall responsibility for the safeguarding aspects of any inspection
- Overall responsibility for the PREVENT response in College
- Leading half termly Safeguarding Team meeting, focussed on analysis of caseload, procedures, training, serious case reviews and early help.
- Leading 'lessons learnt' reviews after significant issues such as attempted suicide, hospital admission, difficulty contacting parents etc.

Irfan Latif (Deputy DSL) – Principal



As Deputy Designated Safeguarding Lead (Principal), responsibilities include:

- Promotion of Safeguarding at DLD College, ensuring that it is considered to be the number one priority of all that work at DLD, interact with our students or visit the College
- Dealing with all responsibilities of the DSL, in the DSL's absence
- Acting as DSL, in the first instance, in the absence on the DSL
- Participation in a half termly Safeguarding Team meeting, focussed on analysis of caseload, procedures, training, serious case reviews and early help.
- Participating in 'lessons learnt' reviews after significant issues such as attempted suicide, hospital admission, difficulty contacting parents etc.
- Being on-call and contactable by phone at appropriate times of the week to ensure availability for advice or referrals, as Principal Irfan is contactable outside term time.

Gareth Evans (Senior Safeguarding person) – Assistant Principal (Head of Lower School)



– particular responsibility for safeguarding in relation to student voice, visitors, volunteers and alternative providers

As Deputy Designated Safeguarding Lead (Student leadership, Visitors, Volunteers and APs), responsibilities include:

- Promotion of Safeguarding at DLD College, ensuring that it is considered to be the number one priority of all that work at DLD, interact with our students or visit the College
- Being ready to accept all DSL responsibilities, in the event of DSL's, Principal's and Assistant Principal (Pastoral's absence) absence over the course of the year
- Participation in delivering of training to staff
- Having overall responsibility for the safeguarding processes ensuring that student on student safeguarding training was in place (e.g. student mentoring, student council)
- Ensuring regular review and subsequent action regarding the safeguarding practices regarding visitors to the College (at any time)
- Ensuring that the College is safeguarding compliant with any outside or alternative providers (excluding matters relating to guardianship, homestay, UrbaNest and expedition/adventurous activity providers), ensuring they are in line with KCSIE September 2018 requirements and that all adults have the necessary safeguarding checks in place.
- Ensuring that there is an up-to-date list of Volunteers who assist in the College; that the necessary risk assessments exist for those volunteers not in regulated activity, and that Enhanced DBS are in place for those in regulated activity
- Participation in a half termly Safeguarding Team meeting, focussed on analysis of caseload, procedures, training, serious case reviews and early help.
- Participating in 'lessons learnt' reviews after significant issues such as attempted suicide, hospital admission, difficulty contacting parents etc.
- Being on-call* and contactable by phone at appropriate times of the week to ensure availability for advice or referrals, this could include periods of time outside of term time when students are on-site (half-terms & Easter)

Cristina Vera (Senior Safeguarding person) – College Nurse

– particular responsibility for safeguarding in medical matters



As Deputy Designated Safeguarding Lead (medical matters), responsibilities include:

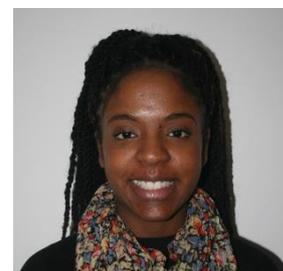
- Promotion of Safeguarding at DLD College, ensuring that it is considered to be the number one priority of all that work at DLD, interact with our students or visit the College

- Being ready to accept all DSL responsibilities, in the event of DSL's, Principal's and Assistant Principal (Pastoral's absence) absence over the course of the year
- Participation in delivering of training to staff
- Having responsibility for the safeguarding processes relating to medical care ensuring that safeguarding is prioritised in relation to the medical care of all students in the College
- Assessing the ongoing medical safeguarding concerns for those living independently and working with support providers to ensure appropriate care is in place
- Participation in a half termly Safeguarding Team meeting, focussed on analysis of caseload, procedures, training, serious case reviews and early help.
- Participating in 'lessons learnt' reviews after significant issues such as attempted suicide, hospital admission, difficulty contacting parents etc.
- Being on-call* and contactable by phone at appropriate times of the week to ensure availability for advice or referrals, this could include periods of time outside of term time when students are on-site (half-terms & Easter)

Kymerlee Luke (Senior Safeguarding person) – Head of Neurodiversity

– particular responsibility for safeguarding regarding students with SEN

As Deputy Designated Safeguarding Lead (Students with SEN & e-safety), responsibilities include:



- Promotion of Safeguarding at DLD College, ensuring that it is considered to be the number one priority of all that work at DLD, interact with our students or visit the College
- Being ready to accept all DSL responsibilities, in the event of DSL's, Principal's and Assistant Principal (Pastoral's absence) absence over the course of the year
- Participation in delivering of training to staff
- Having responsibility for the safeguarding processes relating to those on the SEN register ensuring that safeguarding is prioritised for all these students in the College
- Ensure that there is clear understanding from all staff at DLD that behaviour, mood and injury may relate to possible abuse and not just their SEN or disability, that there is a higher risk of peer group isolation, there is a disproportionate impact of bullying and difficulties with communication
- Ensuring that extra pastoral support for children with SEND is in place in line with KCSIE September 2018
- Ensuring that the college have a robust and clear policy on reasonable force, especially with SEN consideration and ensure that individual plans are in place for those who are identified as vulnerable
- Assessing that the necessary safeguarding checks are in place for all students taking part in expeditions or adventurous activities, organised and ran by DLD.
- Participation in a half termly Safeguarding Team meeting, focussed on analysis of caseload, procedures, training, serious case reviews and early help.
- Participating in 'lessons learnt' reviews after significant issues such as attempted suicide, hospital admission, difficulty contacting parents etc.
- Being on-call* and contactable by phone at appropriate times of the week to ensure availability for advice or referrals, this could include periods of time outside of term time when students are on-site (half-terms & Easter)

Myles Blair (Senior Safeguarding person) – Head of Wellbeing

– *particular responsibility for safeguarding regarding proactive measures*



As Deputy Designated Safeguarding Lead (proactive measures), responsibilities include:

- Promotion of Safeguarding at DLD College, ensuring that it is considered to be the number one priority of all that work at DLD, interact with our students or visit the College
- Being ready to accept all DSL responsibilities, in the event of DSL's, Principal's and Assistant Principal (Pastoral's absence) absence over the course of the year
- Participation in delivering of training to staff
- Having responsibility for the proactive safeguarding measures for all students in the College, ensuring that in the creation of the PSHE/well-being programme that there are clear opportunities for students to understand the opportunities to discuss their problems and effective signposting to relevant support agencies
- Responsibility of ensuring that the PREVENT duty is being delivered as part of the PSHE offer at the College
- Ensuring that there is clear communication to the student body of the importance of safeguarding and that around the College that is sufficient promotion highlighting what steps to take if a student wants to discuss an issue
- Ensure that there is clear understanding from parents of how to raise concerns so that if there are concerns from outside of the College they are aware of who to raise these to and how to do so.
- Participation in a half termly Safeguarding Team meeting, focussed on analysis of caseload, procedures, training, serious case reviews, evaluation of current practice and early help.
- Participating in 'lessons learnt' reviews after significant issues such as attempted suicide, hospital admission, difficulty contacting parents etc.
- Being on-call* and contactable by phone at appropriate times of the week to ensure availability for advice or referrals, this could include periods of time outside of term time when students are on-site (half-terms & Easter)

Process of on-call

- Members of the designated safeguarding team who are on call will be contactable via their college phones.
- If there is an issue that needs escalating to a member of the safeguarding team, members of staff should escalate to the appropriate team member based on the on-call duty lists that are shared with members of staff.
- Once the contact is made to the members of the safeguarding team, they will assess the concern and contact the relevant services as required, liaising with senior colleagues if required.

*on-call requires the member of staff to have their work telephone switched on and be available to receive a call from a member of staff on their days on duty between 6pm and 11pm, term time and full days during the half term and Easter holidays.