Simply Sensory
Training and Support
Creating The Building Blocks For Learning

"Live, Laugh, Learn"

ROLE OF THE DESIGNATED SAFEGUARDING LEAD POLICY
September 2026 - 2027

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Simply Sensory's Designated Safeguard Leads are:
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What is a designated safeguarding lead? (DSL)

The designated safeguarding lead is the person appointed to take lead responsibility for child protection issues who are accessing alternative provision by Simply Sensory. The person/s fulfilling this role must be a senior member of Simply Sensory's management. Simply Sensory has two DSLs to ensure that child protection is at the forefront of everything we do. This is because we work in several settings and are lone workers.

What training does a designated safeguarding lead need?

The designated safeguarding leads should attend training to enable them to carry out their role. This should be updated every two years as a minimum.

What are the responsibilities of the designated safeguarding leads?

The responsibilities of the designated safeguarding lead include:

Work with others

The DSLs should:

- Work with the Senior Leadership Team to ensure safeguarding is at the heart of the Simply Sensorys ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.
- Liaise with senior management at Simply Sensory to keep them informed of any safeguarding issues especially ongoing enquiries and police investigations
- As required, liaise with the local authority case manager or designated officer at the authority if a concern has arisen regarding a member of staff
- 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 staff.

Manage referrals

The DSLs should:

- Refer cases of suspected abuse to Children's Social Care, and support staff who have raised concerns about a child or have made a referral to Children's Social Care.
- Where there are concerns about radicalisation, to make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation (England and Wales only)
- Refer cases to the Disclosure and Barring Services (DBS), Disclosure Scotland, or Access NI where a member of staff has been dismissed following concerns they posed a risk to a child
- Refer cases to the police where a crime has been committed.

Undertake training and develop knowledge

In addition to formal training, the DSL should keep knowledge and skills up to date via online training, e-bulletins, opportunities to network with other DSLs, and attend locally arranged briefings. These opportunities should be taken up at least once a year but more regularly if possible so that the DSL:

- Understands the referral and assessment process for early help and intervention
- Knows about child protection case conference and reviews and can contribute to these effectively when required

- Ensures that all staff have access to and understand Simply Sensorys/school child protection policy

- Is aware of the needs of any vulnerable children ie: those with special educational needs, young carers, and those receiving support from the local authority including a child in need, a child on a child protection plan or a looked after child
- Keeps detailed, accurate and secure records of concern and referrals
- Understands the role of Simply Sensory/the school in terms of the Prevent duty where required
- Encourages a culture of listening to children and taking account of their wishes and feelings in terms of what Simply Sensory/the school does to protect them.

Raise awareness

The designated safeguarding leads role is to:

- Work with staff to ensure the company's child protection policy is updated and renewed annually and that all members of staff have access to it and understand it
- Provide regular briefings and updates at staff meetings to help ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities
- Ensure the child protection policy is available publicly and that parents are aware of the policy and that Simply Sensory/school may make referrals to children's social care if there are any concerns about abuse or neglect
- Link with the LSCB (England and WaleV), SBNI (Northern Ireland), child protection committees (Scotland) to keep up to date with training opportunities and the latest local policies.

Record keeping

It is also the designated safeguarding leads' responsibility to keep detailed, accurate and secure written records of safeguarding concerns.These records are confidential and should be kept separately from pupil records. They should include a chronology of concerns, referrals, meetings, phone calls and emails.

Where children leave the school or college, ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure delivery and confirmation of receipt should be obtained.

Training of other staff

It is the role of the designated safeguarding lead to ensure all staff:

- Have induction training covering child protection, an understanding of safeguarding issues including the causes of abuse and neglect.
- Are able to identify the signs and indicators of abuse, respond to disclosure appropriately and respond effectively and in a timely fashion when they have concerns.

Further information

Keeping Children Safe in Education
Working Together to Safeguard Children
National guidance for child protection in Scotland
Safeguarding and child protection in schools
Keeping Learners Safe