

## **The Role and Responsibilities of the Designated Safeguarding Lead and Deputy Safeguarding Lead:**

### **The Designated Safeguarding Lead:**

- Act as a point of contact with the 'Working Together to Safeguard Children', 'Keeping Children Safe in Education (2025)' and 'Safer Bradford'
- Liaise with Board of Directors on issues – especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations
- Liaise with the 'Case Manager' and the designated officer at the local authority for child protection concerns in cases which concern a member of staff
- Act as a source of support, advice and guidance for all staff
- To undergo training to provide them with the knowledge and skills to carry out the role. Training should be updated annually through 'Safeguarding Support Ltd' and 'Skills 4 Bradford'. The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead should undertake Prevent Awareness training.
- Skills and knowledge should be refreshed (via e-bulletins, meeting with other designated safeguarding leads) at regular intervals and at least annually, to enable them to keep up to date with any developments relevant to the role.
- ensures that Safeguarding remains high profile in strategic direction of the nursery
- ensuring there is adequate online safety policy in place
- keep a written record of all complaints and concerns including how they will respond to it
- ensure that robust risk assessments are completed, that they are seen and signed by all staff and they are regularly updated and in line with our Health & Safety policy
- will inform the Designated Lead at the first opportunity of every significant safeguarding concern, however this should not delay any referrals made to social care or where appropriate the LADO, Ofsted or RIDDOR
- attends appropriate refresher training provided by 'Skills 4 Bradford' or 'Safeguarding Support Ltd' (updated annually) to ensure that they have an understanding of 'Bradford District Safeguarding Children's Partnership procedures in safeguarding.
- ensures that Safeguarding Policies (including Child Protection Policy) are up to date, meet statutory guidance and are reviewed annually to ensure high quality safeguarding
- develops effective links with relevant statutory and voluntary agencies
- ensures that all staff sign to indicate that they have read and understood the Safeguarding and Child Protection policy and provides an essential guidance to the safeguarding procedure to ensure staff are clear about their roles and responsibilities.

- Remains aware of the welfare of children with a child protection plan and general child protection issues within the nursery
- ensures that practitioners understand the contribution they can make to safeguarding
- to ensure that staff receive appropriate training, keeping records of staff attendance at child protection training. Safeguarding training is delivered annually through Skills 4 Bradford.
- ensures that procedures are in place for temporary staff (including supply), volunteers and visitors understand their role and responsibilities
- ensures that staff induction meets safeguarding requirements
- provides advice and guidance to parents and ensures that they have access to The Life Nursery safeguarding policies through our website and receive hard copies on request
- keeps written or electronic records of all concerns, ensuring that such records are stored securely and flagged on, but kept separate from the children's general file
- refers cases of suspected abuse to children's social care or police as appropriate
- notifies children's social care if a child with a child protection plan is absent for more than two days without explanation
- ensure that the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of The Life Nursery in this
- ensures that when a child with a child protection plan leaves the nursery, their information is passed to their new setting and the child's social worker is informed. The information is hand delivered securely by one of the Safeguarding Leads and signed by the Designated Safeguarding Lead at the new setting
- attends and/or contributes to child protection conferences
- coordinates the nursery's contribution to child protection plans
- meets with staff who raise a concern about a child and completes the Child Protection Referral with the member of staff.
- meets with children who have made a child protection disclosure or allegation
- supports the Early Help Assessment / Early Intervention Plan process.
- provides advice, guidance and training for staff

**The Designated Safeguarding Lead MUST be available at ALL times!!!**

**Reviewed by Louise Gray, Nursery Manager – Reviewed September 2025**

Read and Agreed by.....

Name	Signed	Dated

Legislation:-  
Working Together to Safeguard Children (2023)  
Keeping Children Safe in Education (2025)  
Safer Bradford