



Glusburn Community Primary School

Respecting Rights, Recognising Responsibilities

Colne Road, Glusburn, Keighley, Yorkshire BD20 8PJ
Telephone 01535 632145 Fax 01535 631108
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Reg Charity No 1060322
Headteacher Mr. R.Hunt



North Yorkshire's First

Designated Senior Person Job description (updated November 2014)

Child Protection Statement

Glusburn Community Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Glusburn Community Primary School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available publicly.

The Designated Senior Person for Child Protection is: **Richard Hunt (Headteacher)**

The person who deputises in his absence is: **Linda Hanson (Deputy Headteacher)**

Role

The role of the Designated Senior Person for Child Protection is to take lead responsibility for dealing with child protection issues, provide advice and support to other staff, liaising with the local authority and working with other agencies.

The role consists of three specific areas:

- 1) Managing referrals
- 2) Training
- 3) Raising Awareness



Please recycle this paper.



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1. Managing referrals

The DSP will:

- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Liaise with the Headteacher to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Refer cases of suspected abuse or allegations to the relevant investigating agencies.

2. Training

The DSP should receive appropriate training carried out every two years in order to:

- Understand the assessment process for providing early help and intervention
- Have a working knowledge of how NYCC conduct a child protection case conference and a child 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 school's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them
- To recognise how to identify signs of abuse and when it is appropriate to make a referral
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise

Raising Awareness

The DSP should ensure the school's policies are known and used appropriately:

- Ensure the school's Child Protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this
- Ensure 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 school in this
- Link with the NYSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the school ensure their child protection file is copied for any new school as soon as possible but transferred separately from the main pupil file.
- School will retain the original CP file until the child's 25th birthday along with a record of when and to which establishment the copy was sent. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE.