

Designated Person Policy

Person Responsible:	G. Rughoobee (Head of Compliance/DSL), ratified by B. Elkins (Headteacher)
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Gretton School is owned and operated by Newcome Education, a subsidiary group of Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside all of these policies in order to ensure an awareness of the bigger picture. In particular it should be read in conjunction with the Equality Policy, the Health and Safety Policy and the Safeguarding Children and Child Protection Policy.

All of these policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole school is undertaking to ensure the implementation of its core values.

In all the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility

, or who has care of the child. [Department for Education guidance](#) considers a 'parent' to include:

- *all biological parents, whether they are married or not*
- *any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative*
- *any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person*

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- *Peninsula HROnline*
- *Peninsula BusinessSafe (Health and Safety)*
- *Carecheck (DBS)*
- *Educare (online CPD)*

1 INTRODUCTION

Gretton School has a team of Designated Persons working across all year groups.

The role of the Designated Persons is key to ensuring that appropriate procedures and policies are in place and are followed with regard to safeguarding concerns and that there is a dedicated resource available for other staff, volunteers and visitors to draw upon.

All members of staff will be made aware of who these people are and what their role is. The Designated Persons will act as a source of advice and co-ordinate action within the school over cases of abuse, referring to the lead DSL or Pastoral Manager for advice and guidance. They may need to liaise with external agencies and good working relationships with colleagues from these agencies are encouraged.

They possess skills in recognising and dealing with child welfare concerns.

Appropriate training and support is provided. Any one of the Designated Persons above can be the first person to whom education staff report cases. It is then the responsibility of the Designated Person to discuss the situation with the Lead DSL or Pastoral Manager, and other designated persons where appropriate and the relevant agencies.

2 RESPONSIBILITY & GUIDELINES

The DCSF (Department for Children, Schools and Families) has clear guidelines on what schools, Governing Bodies and Local Education Authorities (LAs) should do if they suspect that a child has been abused or assaulted. It is not, however, the responsibility of teachers and other staff in schools to investigate suspected abuse. They should not take action beyond that agreed in the procedures established by their Local Safeguarding Children's Board (LSCB).

A Designated Person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by their local LSCB and LA. The Lead Designated Person, (with another) must also be able to deal with allegations made against members of staff.

3 HOW TO BE AN EFFECTIVE DESIGNATED PERSON

To be an effective designated person you must:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Social Care and other relevant agencies over cases of abuse and allegations of abuse, regarding both children and members of staff.
- Ensure each member of staff has access to and is aware of the school's safeguarding policy. This is essential in respect of staff who are perhaps part time or work with more than one school - such as supply teachers.
- Liaise with the School Leadership Team to inform them of any issues and on-going investigations and ensure there is always time to complete the role.
- Ensure the school's safeguarding policy is updated and reviewed annually and work with the designated governor for safeguarding regarding this.
- Be able to keep detailed, accurate and secure written records of referrals/concerns.

- Ensure parents can access a copy of the safeguarding policy on the school website in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- When children leave the school roll, ensure their file is transferred to the new school as soon as possible. If a child leaves and the new school is not known, the LA/EWO/Social Care/DCSF should be alerted so that these children can be included on the database for lost students.

4 TRAINING OTHERS

Designated persons also have an important role in ensuring all staff and volunteers receive appropriate training. Designated persons should:

- Have received training in how to identify abuse and know when it is appropriate to refer a case together with having a working knowledge of how LSCB's operate and the conduct of a safeguarding case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in safeguarding. This should be relevant to their needs to enable them to identify and report any concerns to one of the designated persons immediately.
- Meet regularly together to ensure cohesive practice.