

Designated Senior Person (DSP) checklist

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

Name of the DSP for Child Protection:

Roles and Responsibilities Checklist	Yes	No	Action
Is the DSP a member of the school's leadership team?			
Is there a deputy DSP?			
If not, what safeguarding arrangements are in place for when the DSP is not available?			
Is the DSP given sufficient time and resources to undertake their safeguarding responsibilities?			
Does the DSP keep the head teacher informed of on going child protection issues, including the welfare of pupils who are subject to a child protection plan?			

Referrals	Yes	No	Action
Does the DSP know how to recognise the signs of abuse and know when it is appropriate to make a referral?			
Does the DSP act as a source of advice, support and expertise when deciding when to make a referral, through liaison with relevant agencies?			
Does the DSP keep the head teacher informed on ongoing investigations?			

Child Protection Policy	Yes	No	Action
Does the DSP ensure that the child protection policy is updated and reviewed annually?			
Does the DSP work with the governing body in updating and reviewing the policy?			
Does the DSP ensure that the child protection policy is available and accessible to all staff?			
Does the DSP ensure that the child protection policy is available and accessible to parents and carers?			

Training**Yes****No****Action**

Has the DSP attended relevant child protection training? <ul style="list-style-type: none"> • Basic child protection training • Training in inter-agency working • Refresher training every 2 years 			
Give dates of the most recent refresher course for the DSP:			
Does the DSP ensure that all staff have induction training covering child protection and that all staff know how to report concerns?			
Does the DSP provide/arrange refresher training on child protection for staff every 3 years?			
Give dates of the most recent refresher training for staff :			

Local Procedures**Yes****No****Action**

Does the DSP have access to the local authority safeguarding procedures, guidance, training and support?			
Has the DSP established positive links with other relevant agencies such as the LSCB and Children's Social Care?			
Does the DSP have a working knowledge of local procedures, including the LSCB and child protection conferences?			
Does the DSP contribute effectively to these procedures and ensure that the school is represented at child protection conferences, reviews; core groups and other inter agency professional meetings?			

Record keeping**Yes****No****Action**

Is there a system in place for the DSP to identify vulnerable pupils in school?			
Does the DSP keep detailed, accurate and secure records of referrals and concerns?			
Do the records contain a chronology of concerns, referrals, meetings, phone calls and emails?			
Are there procedures in place for ensuring the effective transfer of confidential information relating to safeguarding at points of transition?			
Are child protection files copied and transferred separately from other records when a child moves school?			

Monitoring and Evaluation**Yes****No****Action**

Does the DSP monitor the effectiveness of the school's safeguarding procedures?			
Is the monitoring of the safeguarding policy linked to other relevant policies such as behaviour, attendance, anti-bullying, physical intervention, intimate care, recruitment and selection?			