



**St. Thomas a Becket Nursery**  
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Registered Charity No. 1097448  
Ofsted URN 507912

## 2024-2025 St Thomas a Becket Nursery Designated Safeguarding Leads (DSL)



Amy Curtis – Nursery Manager



Clare Harrison – Nursery Lead

### The DSL Role

**The Designated Safeguarding Lead (DSL) is the person appointed to take responsibility for safeguarding and child protection (including online safety)**

All early years settings and schools will have a DSL.

**The St Thomas a Becket Nursery Manager, DSL, is responsible for liaising with local statutory children's services agencies, and with the [East Sussex Safeguarding Children's Partnership \(ESSCP\)](#).**

The lead responsibility for safeguarding and child protection will remain with the Nursery Manager, supported by the Nursery Lead. DSL training is updated every 2-3 years. Our Nursery Deputies, and all staff, are familiar with all safeguarding policies and practices in the nursery and any staff member is able to raise a Safeguarding concern and refer to

[SPOA, the Single Point of Advice](#)  
and through them, the  
[LADO \(Local Authority Designated Officer\)](#)

**The phone number for both is**  
**01323 464 222** Mon-Thurs 8.30am-5pm; Friday 8.30am-4.30pm  
or **01273 335 905/6** at any other time outside of these hours  
**In the event of an emergency, we will always dial 999**

## Role of the DSL:

The DSL is given the time, funding, training, resources & support to provide advice and help:

- to other staff on safeguarding and child protection matters
- to take part in strategy discussions and inter-agency meetings
- to support other staff to take part in inter-agency meetings and strategy discussions
- to contribute to the assessment of children

## Responsibilities of DSL:

<p><b>Manage Referrals</b></p> <p>The DSL is expected to:</p> <ul style="list-style-type: none"><li>• refer cases of suspected abuse to local authority children's social care as required.</li><li>• support staff who make referrals to local authority children's social care.</li><li>• where there are concerns about radicalisation, to make referrals to the <a href="#">Channel Programme</a> and offer support to other staff who have concerns about radicalisation.</li><li>• refer cases where a person has been referred to the LADO and as a result is dismissed or left due to risk/harm to a child to the <a href="#">Disclosure and Barring Service</a> (DBS) as required.</li><li>• refer cases where a crime may have been committed to the Police as required.</li></ul>	<p><b>Work with others</b></p> <p>The DSL is expected to:</p> <ul style="list-style-type: none"><li>• work with Nursery Lead and Trustees to ensure that safeguarding is at the heart of the setting ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.</li><li>• liaise with the Nursery Lead to keep them informed of any safeguarding issues, especially ongoing enquiries and police investigations.</li><li>• liaise with the Local Authority Designated Officer (LADO) at the local authority if a concern has arisen regarding a member of staff</li><li>• liaise with staff on matters of safety and safeguarding when deciding whether to make a referral by liaising with relevant agencies</li><li>• act as a source of support, advice and expertise for staff.</li></ul>
<p><b>Raise Awareness</b></p> <p>The DSL role is to:</p> <ul style="list-style-type: none"><li>• work with staff and Trustees to ensure that the nursery safeguarding policy is updated and renewed annually and that all members of staff have access to it and understand it.</li><li>• provide regular briefings and updates at staff and trustee meetings to help ensure that everyone is kept up to date on latest policies &amp; reminded of responsibilities.</li><li>• ensure that safeguarding policy is available publicly and that parents are aware of the policy and nursery may make referrals to children's social care if there are concerns.</li><li>• ensure staff are aware of any ESSCP partnership training opportunities and the latest local policies on local safeguarding arrangements.</li></ul>	<p><b>Record Keeping</b></p> <p>It is the role of the DSL responsibility to keep detailed, accurate and written records of safeguarding concerns. These records are confidential and will be kept separately from children's records. They will include a chronology of concerns, referrals, meetings, phone calls and emails.</p> <p>Where children leave the setting, the DSL will ensure their safeguarding record is transferred to the new school or setting as soon as possible.</p> <p>This will be transferred separately from the main children's file, ensuring secure delivery and confirmation of receipt is obtained.</p>