

# Beaver Road Primary School

The Role of the Designated Senior Person (DSP).

## **Operational responsibilities**

- Ensures that the child protection policy is fit for purpose and updated at least annually.
- Ensures that the child protection policy is made available to parents
- Develops and maintains effective reporting and recording systems
- Arranges for the secure storage, retention, destruction and transfer of confidential child protection records
- Arranges for all new staff to receive child protection information at induction
- Arranges for pupils at risk to be supported in school
- Contacts parents about child protection concerns and referrals (in agreed circumstances)
- Provides information, advice and support to pupils, staff, parents and governors
- Produces data and information for annual reports, SEF and inspection
- Arranges for child protection information to be provided as required in community languages and in accessible formats
- Writes reports and attends strategy meetings and conferences, or delegates these tasks if appropriate to other staff

The DSP at Beaver Road Primary school is David How, Headteacher

Contact number: 0781 732 5779