**Operation Encompass (OE) Designated Safeguarding Lead (DSL) responsibilities**

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| Name: |  |
| Setting: |  |
| DSL: |  |
| **Responsibilities** | |
| The DSL should visit the OE website [www.operationencompass.org](http://www.operationencompass.org) | |
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| The DSL must ensure that an up to date secure email address has been provided to the Safeguarding Officer: Charlotte Percival – [charlotte.percival@shropshire.gov.uk](mailto:charlotte.percival@shropshire.gov.uk) | |
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| The OE ‘referral record’ documents are to be kept in the same way as other Child Protection paperwork in a secure and locked cabinet/drawer. | |
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| The DSL needs to identify and brief a colleague who can deputise in his/her absence. | |
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| The DSL must ensure that all staff are aware of OE and understand the confidential nature of information passed to them and that this information must be treated in the same way as any other Child Protection information. | |
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| Staff must be informed that when an OE referral is received the DSL must be sought immediately. | |
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| The DSL or Manager/Leader must inform parents that the setting is part of OE (using the template letter supplied from the briefing.) | |
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| The DSL must inform the Registered Person/Body that the setting is part of OE and provide them with information on the principles and process of OE. | |
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| The DLS should include information about OE in the setting’s prospectus/welcome information and if applicable on the settings website to ensure that all new parents are informed of involvement. | |
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| The DSL should consider displaying OE posters within the settings as provided within the briefing. | |