Some Useful Tools for a Designated Safeguarding Lead (DSL) in an Early Years Setting

Record-Keeping Systems

- Maintain secure digital logs or spreadsheets to track the status of safeguarding cases and manage outstanding actions.
- Provide clear, standardised reporting forms for staff to log concerns, ensuring consistency and completeness of information.
- Ensure the ability to create chronologies—detailed, chronological timelines of concerns and actions for everyone.
- Store safeguarding records securely and separately from general files, with access limited to authorised personnel and strong encryption in place.

Training and Resources

- Regularly access and review statutory guidance resources, such as "Keeping Children Safe in Education" (KCSIE).
- Stay up to date with training materials, refreshers, and resources from organisations like the NSPCC.
- Use self-assessment and audit tools to review and benchmark safeguarding practices.
- Arrange for regular professional supervision to support your own wellbeing and reflective practice in handling complex cases
- Ensure that all staff have an opportunity to talk about safeguarding in supervision and staff meetings

Communication and Collaboration Aids

- Use secure, GDPR-compliant information sharing platform for collaboration with external agencies like social services or the police.
- Keep an up-to-date contact directory of key safeguarding partners, including the Local Authority Designated Officer (LADO) and other local professionals, for rapid referrals.