



Sarum
College

Safeguarding children, young
people and vulnerable adults

Policy Statement

Date first agreed by trustees	17th March 2016
Reviewed	December 2017
Reviewed	December 2018
Next Review	December 2019

This policy applies to all departments of Sarum College

Sarum College will safeguard and promote the welfare of children, young persons and vulnerable adults who are students or workers at the College in compliance with the statutory guidance: Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children, HM Government 2013; Statement of Government Policy on Adult Safeguarding, Department of Health 2011 and Safeguarding Children and Safer Recruitment in Education, Department for Education 2007. The College also abides by Church of England national safeguarding policies and procedures.

Sarum College works with the local Social Services and takes account of the guidance issued by the Government by using the contact as set out below when necessary.

**The LADO (Local Authority Designated Officer for Allegations) is available for advice:
01225 718070 or 01225 713945 or 01722 713793**

This policy is reviewed annually and updated, where necessary, by the Designated Safeguarding Lead (DSL) and the Board of Trustees.

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1. Important Contact Details

a. Designated Safeguarding Lead (DSL)

The designated officer for safeguarding children and vulnerable adults is:

Name: The Revd Canon Ann Philp
Telephone 01722 555178 or 07935 536394

b. Deputy Designated Safeguarding Lead (DDSL)

The DDSL is the current Principal of the College:

Name The Revd Professor Canon James Woodward
Telephone 01722 424812

c. Safeguarding advisors of those dioceses with ordinands at Sarum College

Bath and Wells: 01749 670777 / Bristol 01179 060100
Chelmsford: Amanda Goh 01245 294457
Chichester: Colin Perkins 01273 425792
Exeter 01392 294969
Guildford 01483 790333
London 020 7932 1100
Oxford Stephen Barber 01865 2018290
Salisbury Heather Bland 01722 411922
Southwark Kate Singleton 020 7939 9400
Truro 01872 274351
Winchester Jackie Rowland 01962 737317

d. Local Social Services

i. Wiltshire Children's Services

Telephone (office hours) 0300 4560108
Telephone (emergencies out of office hours) 0845 6070 888

ii. Adult Services.

Telephone (office hours) 0300 456 0111
Telephone (emergencies out of office hours) 0845 607 0888

e. Wiltshire Police.

Vulnerable Adults Unit (08.00 - 16.30 weekdays) 013 80 7342 12
Emergencies 999
Non-emergencies 101

2. Safeguarding is Everyone's Business

a. The Church of England and the Methodist Church work in partnership with other Christian Churches and agencies in delivering safeguarding. In doing so the Churches subscribe to the following principles, to which, in partnership, Sarum College also subscribes. Therefore, Sarum College is committed to:

- i. The care, nurture of, and respectful pastoral ministry with all children, young people and all adults.
- ii. The safeguarding and protection of all children, young people and all adults.
- iii. Sarum College wishes to provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

b. In particular, Sarum College aims to:

- i. Reduce the risk of significant harm to vulnerable people from abuse or other types of exploitation, whilst listening to and supporting individuals.
- ii. Ensure safeguarding is everybody's business, playing its part in preventing, detecting and reporting neglect and abuse (see Appendix 1, What is Abuse?).
- iii. Make sure arrangements are in place locally to protect those least able to protect themselves.

3. Government National Policy Guidance

This policy statement follows requirements from the following Government guidance:

- a. Working Together to Safeguard Children, A Guide to inter-agency working to safeguard and promote the welfare of children, HM Government, 2013.
- b. Statement of Government Policy on Adult Safeguarding, Department of Health, 2011.
- c. Keeping Children Safe in Education, Department for Education, 2014.

4. Church of England National Policy Guidance

This policy statement follows Church of England national safeguarding policies and procedures:

- a. Promoting a Safe Church (safeguarding policy for adults), 2006.
- b. Responding to Domestic Abuse (guidelines for those with pastoral responsibility), 2006.
- c. Responding Well To Those Who Have Been Sexually Abused, 2011.
- d. Protecting All God's Children (The Policy for Safeguarding Children in the Church of England, 4th edition), 2010.
- e. Safeguarding Guidelines relating to Safer Recruitment, 2013.

5. Duties of Faith Organisations - s11 of the Children Act 2004

a. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

b. The range of organisations includes 'Faith Organisations'. As described in Working Together to Safeguard Children (Chapter 2 Paragraph 44), 'Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children'.

6. Statutory Safeguarding Arrangements for all Vulnerable People (Children and Adults)

a. Ultimate legal responsibility for safeguarding in Sarum College rests with the Trustees, who ensure that safeguarding arrangements are in place that sufficiently reflect the importance of safeguarding and promoting the welfare of children¹ and adults². These are in accordance with statutory requirements and locally agreed interagency procedures:

- i. as set out in Working Together to Safeguard Children (Chapter 2 Paragraph 4), reflecting the importance of safeguarding and promoting the welfare of children.
- ii. following equivalent guidance in relation to vulnerable adults (see Appendix 2, Vulnerable Adults).

b. Such arrangements are as follows:

- i. a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children and adults.
- ii. a member of the governing body to take leadership responsibility for the organisation's safeguarding arrangements.
- iii. a culture of listening to children and adults, taking account of their wishes and feelings, both in individual decisions and the development of services.
- iv. arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)³ or Local Safeguarding Adults Board (LSAB)⁴.
- v. that there is a designated member of staff for safeguarding, known as the DSL. The DSL's role is to support other staff to recognise the needs of children and adults, including rescue from possible abuse or neglect.

vi. The DSL's duties include:

- (1) checking that safe recruitment procedures are in place, including the use of all appropriate checks, including criminal record checks.

1 A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

2 An adult is someone over 18 years old and includes any adult, whether or not they consider themselves vulnerable, who may be vulnerable by reason of age, illness, disability; and any adult who has been made vulnerable by their situation or circumstance, such as by discrimination, or as a victim/survivor of abuse.

3 Local Safeguarding Children's Boards (LSCBs) were established by the Children Act 2001 which gives a statutory responsibility to each locality to have this mechanism in place. LSCBs are now the key system in every locality of the country for organisations to come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. The purpose of the partnership working is to hold each other to account and to ensure safeguarding children remains high on the agenda across the region.

4 The Local Safeguarding Adults Board (LSAB) is a multi-agency partnership which provides strategic leadership for the development of adults safeguarding policy and practice, consistent with national policy and best practice.

(2) ensuring that staff are competent to carry out their responsibilities for: safeguarding and promoting the welfare of children and adults; and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role.

(3) checking that staff are given a mandatory induction, which includes familiarisation with protection responsibilities and procedures.

(4) ensuring that all staff have regular reviews of their own practice to ensure they improve over time, and that appropriate supervision and support for staff, including undertaking safeguarding training, is in place.

(5) ensuring that all staff are made aware of procedures in line with those from the LSCB/LSAB, for dealing with allegations against people who work with children or adults. An allegation may relate to a person who works with children or adults who has:

(a) behaved in a way that has harmed a child or adult, or may have harmed a child or adult;

(b) possibly committed a criminal offence against or related to a child or adult; or

(c) behaved towards a child or children or adult(s) in a way that indicates they may pose a risk of harm to children or adults.

vii. In addition:

(1) The DSL will be the first line of contact in case of concern who will seek advice from the LADO and /or the diocese if necessary.

(2) The DSL will keep the Diocesan Safeguarding Officer informed where necessary.

(3) The organisation must make a referral to the Disclosure and Barring Service (DBS) if there is serious risk to a child. It is an offence to fail to make a referral without good reason.

Specific arrangements for the College's implementation of these arrangements are set out in Section 7.

7. Implementation

Sarum College follows the detailed guidance and procedures of the Diocese of Salisbury.

a. Procedures for Activities (see 6.b.i).

i. Responsibility: DSL (Canon Philp) and Safeguarding Representative (Trustees)

(1) Safeguarding procedures are in place for activities for children, adults and mixed age within Sarum College. Procedures are in place for students running activities for children, adults and mixed age when out on placement, in line with the procedures of placement churches and dioceses.

(2) Diocesan safeguarding policies, procedures and guidance are held by the DSL. Details of Sarum College procedures reflect the requirements.

(3) The DSL will be in contact with the Diocesan Safeguarding Adviser.

b. Safeguarding Leads (see Appendix 4)

i. Responsibility: Governing Body

- (1) The Ven Susan Groom, a Sarum College Trustee, known for safeguarding purposes as the Liaison Trustee, is designated to take responsibility for ensuring procedures are in place and dealing with safeguarding issues raised by the safeguarding officer.
 - (2) The DSL is Canon Ann Philp.
 - (3) The DDSL is the Principal.
 - (4) Supervision, support and training, including Local Authority and Diocesan safeguarding training, is in place for the DSL, DDSL and Liaison Trustee.
- c. Culture of Listening to Children and Adults (see 6.b.iii).
- i. Responsibility: All Staff
 - (1) All safeguarding information about abuse, past or present, and including internet abuse, will be taken seriously and referred to the safeguarding lead.
 - ii. Responsibility: Designated Officer for Safeguarding
 - (1) Independent authorized listeners are available to adults who report abuse. Salisbury diocese has a number of men and women who act as counsellors. The contact details are through Robert Kelso 01258 881550 / robert@kelso.org.uk. Those from outside Salisbury diocese who have a preference for an Authorised Listener nearer to home, may contact Ann Philp for a referral.
 - iii. Responsibility: Trustees
 - Taking into account the views of children and adults affected, the Trustees:
 - (1) review all allegations and concerns brought to its attention, and remedies without delay any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to their attention.
 - (2) review the safeguarding policies and procedures annually.
- d. Information Sharing
- i. Responsibility: All staff
 - (1) All allegations or concerns are reported to the DSL.
 - ii. Responsibility: DSL (Canon Philp)
 - (1) The DSL shares information about any allegation or concern with statutory agencies: police if criminal behaviour; and with the LADO of Children's Services, or equivalent senior manager in Adult Services, within one working day; and follows statutory advice.
 - (2) In responding to serious situations, the DSL shares information with any relevant Diocesan or Church of England Safeguarding Adviser. For a member of staff this includes Salisbury Diocese, while for an ordinand this includes their own Diocese, or sending church if another denomination is sponsoring the student.
 - iii. Responsibility: Liaison Trustee (Ven Sue Groom)
 - (1) The Liaison Trustee is responsible for liaising with the local authority and/or partner agencies, as appropriate, in the event of allegations of abuse being made against the Principal of Sarum College.

- e. Safer Recruitment (see 6.b.vi(1)).
 - i. Responsibility: DSL/Human Resources (HR) jointly
 - (1) Sarum College follows Church of England and Diocesan practice in recruitment of staff, including references, interviews and criminal checks with the DBS.
 - (2) The Sarum College Ordination Course Department Head, DSL and HR work with the Diocesan Directors of Ordinands of sponsoring dioceses to ensure that all ordinands/students have been recruited safely, including a criminal check where applicable.
 - (3) All staff and all ministry students will be trained in safeguarding practices. Student training will take place annually in their first year and other S level training is built in to each student's course.
 - (4) Ministry Students working within parishes will work under the parish safeguarding policy.

- f. Competence for Role/Raising Concerns/Support
 - i. Responsibility: All staff, students, volunteers and service users
 - (1) All staff, students and users of services know whom to contact if they have a safeguarding concern.
 - (2) Temporary staff and volunteers who work with vulnerable people are made aware of the College's arrangements for safeguarding and their responsibilities.

- g. Training, supervision, induction, review
 - For staff:
 - (1) Responsibility: DSL, with HR/Staff Training
 - (a) The principal and all staff (teaching and support staff if they work directly with vulnerable people), undertake appropriate training to equip them to carry out their responsibilities for safeguarding effectively, that is kept up to date by refresher training at three-yearly intervals.
 - (b) Details of training are provided in a timely fashion for all staff.
 - (c) Introduction to safeguarding policies and procedures is included in staff induction programmes.
 - (d) Review of improvement in safeguarding practice forms part of staff ongoing appraisal.
 - For ministry students:
 - (2) Responsibility: DSL, with Curriculum Planners
 - (a) Safeguarding training forms a core part of Sarum College's curriculum for those following the ordination course.
 - (b) Review of improvement in safeguarding practice forms part of student ongoing assessment.

h. Responding to Serious Situations

i. Responsibility: DSL

(1) Procedures for responding to serious situations, including allegations of abuse against members of staff, students and volunteers, are in place and followed, in line with LSCB/LSAB procedures, Church of England and Diocesan procedures.

(2) Referral is made to the Disclosure and Barring Service if a member of staff is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

(3) We work in cooperation with the diocese; the Salisbury Diocese full policy is available on the website (www.salisbury.anglican.org) and their current safeguarding officer is:

Mrs Heather Bland 01722 411922 or 07500 664800

8. The College implementation of statutory safeguarding requirement as set out in section 7

Sarum College follows the detailed guidance and procedures of the Diocese of Salisbury. The Diocesan Safeguarding Adviser, Heather Bland may be contacted for advice on putting arrangements in place⁵ and information about policy and practice.

For each of the sections below, the person or body named as responsible in each section is required to list actions to demonstrate how the arrangement is being implemented, and to note the date for review.

a. Procedures for activities

i. Responsibility: Designated Officer for Safeguarding (staff) and Safeguarding Representative Trustee Body

(1) Procedures are in place for activities for children, adults and mixed age within the College communities (including risk assessment of activities and premises; ratios of leaders to children/vulnerable adults; record keeping).

(2) Ensuring that placement supervisors have put in place procedures for ministerial students

(3) Students will be expected to follow parish safeguarding procedures.

(4) Diocesan safeguarding policies, procedures and guidance are held by the Safeguarding lead, Ann Philp

b. Designated Officers for Safeguarding

i. Responsibility: Trustees

⁵ See Church of England Safeguarding Practice Guidance, Responding to Serious Situation, reference Appendix 3 Flow Chart

(1) Safeguarding roles are defined in the job descriptions of the Designated Officer.

(2) Supervision, support and training, including Local Authority and Diocesan training is in place for the Designated Officer for Safeguarding, and the Trustee Body Safeguarding Representative.

c. Culture of listening to children and adults

i. Responsibility: All staff

(1) All safeguarding information about abuse, whether past or present, and including internet abuse, is taken seriously and referred to the Designated Officer for Safeguarding (Ann Philp).

(2) Independent authorised listeners, appointed by the Diocese, are made available through the Diocesan Safeguarding Adviser to adults reporting abuse.

ii. Responsibility: Trustee Body

Taking into account the view of children and adults affected, the Trustee Body:

(1) Review all allegations and concerns brought to their attention, and remedies without delay any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to their attention;

(2) review the college's safeguarding policies and procedures annually.

d. Information sharing

i. Responsibility: All staff

(1) All allegations or concerns are reported to the Designated Officer for Safeguarding.

ii. Responsibility: Designated Officer for Safeguarding

(1) The Designated Officer for Safeguarding shares information about any allegation or concern with the statutory agencies in which the alleged victim resides: police if criminal behaviour; and with the LADO of Children's Services, or equivalent senior manager in Adult Services, within one working day; and follows statutory advice.

(2) The Officer for Safeguarding reports all safeguarding information about abuse, and the response made, to the Trustee Body Safeguarding Representative.

(3) In responding to serious situations, the Designated Officer for Safeguarding shares information with the relevant Diocese for a ministry

student, this includes the Diocese or any agency sponsoring the student. For an independent student, the responsibility remains with the College.⁶

iii. Responsibility: Trustee Body

(1) Name of member of the governing body (Ven S Groom) nominated to be responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the college principal.

e. Safer recruitment

i. Responsibility: Designated Officer for safeguarding making sure there are references, interviews and criminal checks with the DBS.

(1) For students: Sarum College works with the sponsoring dioceses to ensure that all students have been recruited safely, including a criminal check. NB Occasional or short term students do not need a criminal check unless they are involved in regulated activity.⁷

f. Competence for role/raising concerns/support

i. Responsibility: Designated Officer for Safeguarding

(1) The college policies and procedures are available and accessible to all staff and students, as is required by their role (see appendix 3 for an example of accessible format).

ii. Responsibility: Designated Officer for Safeguarding, all staff and students/users

(1) All staff, students and users of services know whom to contact if they have safeguarding concern.

iii. Responsibility: Designated Officer for Safeguarding temporary staff and volunteers

(1) Temporary staff and volunteers who work with children or adults who are vulnerable are made aware of the college's arrangements for safeguarding and their responsibilities.

g. Training, supervision, induction, review

For staff:

⁶ See Church of England Safeguarding Practice Guidance, Responding to Serious Situations.

⁷ Changes to Disclosure and Barring 2012, Summary of the new definition of Regulated Activity, p 9 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97875/leaflet-england-wales.pdf

i. Responsibility: Designated Officer for Safeguarding

(1) The college's senior leaders, and all staff (teaching and support staff if they work directly with children or adults who are vulnerable), undertake training required to equip them to carry out their responsibilities for safeguarding effectively, that is kept up to date by refresher training at three-yearly intervals.

(2) Details of training are provided in a timely fashion for all staff.

(3) Introduction to safeguarding policies and procedures is included in staff induction programmes

(4) Review of improvement in safeguarding practice forms part of staff ongoing appraisal.

For students:

i. Responsibility: Designated Officer for Safeguarding

(1) Procedures for responding to serious situations, including allegations of abuse against members of staff, students and volunteers, are in place and followed, in line with LSCB/LSAB procedures, Church of England and Diocesan policies and practice.

(2) Referral is made to the Disclosure and Barring Service if a member of staff is removed or resigns from post, or a student withdraws from training due to a safeguarding issue.

h. Responding to serious situations

Responsibility: Designated Officer for Safeguarding

i. Procedures for responding to serious situations, including allegations of abuse against members of staff, students and volunteers, are in place and followed, in line with LSCB/LSAB procedures, Church of England and Diocesan policies and practice guidance.

ii. Referral is made to the Disclosure and Barring Service if a member of staff is removed or resigns from post, or a student withdraws from training due to a safeguarding.

iii. Allegations will trigger the full process.

All Church of England Policies will be followed and training given at all official levels. At present these include all basic training at various levels of OC, C1, C2, C4, S1 Safer Recruiting and S3 Domestic Abuse. C5 launched in November 2018.

The accompanying appendices should be read in conjunction with the diagram in Appendix 3.

1. Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.
2. Physical Abuse. Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
3. Sexual Abuse. Sexual Abuse involves forcing or enticing a child or adult to take part in sexual activities, whether or not the child or adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as: involving children or vulnerable adults in looking at, or in the production of, sexual images; watching sexual activities; encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
4. Neglect and Acts of Omission. Neglect and Acts of Omission are the persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It includes: ignoring medical or physical care needs; failure to provide access to appropriate health, social care or educational services; the withholding of the necessities of life, such as medication, adequate nutrition and heating.
5. Emotional/Psychological Abuse. Emotional/Psychological Abuse is the persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. This includes web-based bullying and the witnessing of domestic violence/abuse.
6. Institutional Abuse. Institutional Abuse occurs where the routines and regimes within care settings (day, residential, hospital or other institutions (including training institutions)) deny people rights, choices and opportunities. Abuse can be caused by weak or oppressive management, inadequate staffing (numbers, competence), inadequate supervision or support, "closed" communication, lack of knowledge of whistleblowing policies and lack of training.
7. Discriminatory Abuse. Discriminatory Abuse includes racist or sexist abuse and other forms of harassment, slurs or similar treatment, based on a person's disability, sexual orientation.
8. Financial/Material Abuse. Financial/Material Abuse includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
9. Domestic Violence/Abuse. Domestic violence is physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can include forced marriage and so-called 'honour crimes'. Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently physically violent.
10. Spiritual Abuse. Spiritual Abuse is the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries.

What do we mean by the "abuse of vulnerable adults"? Who is a "vulnerable adult"?

1. A vulnerable adult is someone who is over 18 and may be:
 - a. in need of community care services because of a disability, age or illness, and
 - b. is unable to take care of him or herself, or
 - c. is unable to stop someone else from harming or exploiting them.

A vulnerable adult may be someone with a learning disability, mental health needs, a physical or sensory impairment or may be elderly and frail.

2. Who Abuses Vulnerable Adults?

Anyone can abuse a vulnerable person. This includes:

- a. Partners.
- b. Relatives.
- c. Friends and neighbours.
- d. Other users of a service.
- e. Someone paid to provide a health or social care service.
- f. Volunteers.
- g. Strangers.

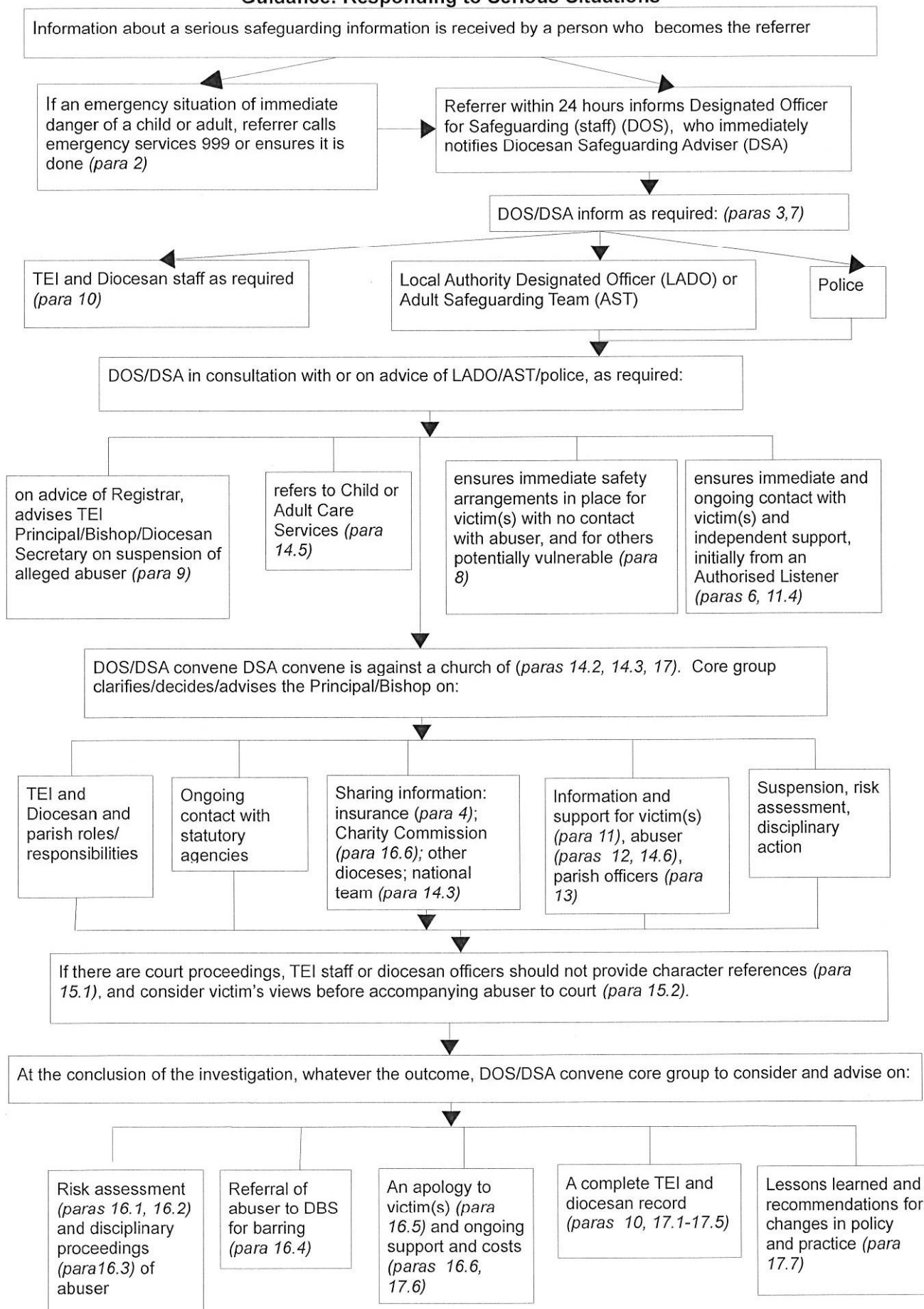
Most abusers are people already known to the vulnerable adult but some people will deliberately exploit or harm individuals who they see as easy targets.

3. Where Can the Abuse Take Place?

Abuse can take place anywhere. This includes:

- a. A person's own home.
- b. A friend or relative's home.
- c. A hospital.
- d. A care home.
- e. A day service.
- f. An educational establishment.
- g. A public place.

Responding to Serious Situations
Flow chart extracted and adapted from Church of England Safeguarding Practice
Guidance: Responding to Serious Situations



The Designated Officer for Safeguarding

The Designated Officer for Safeguarding need not be a teacher/lecturer but must have the status and authority within the college's management structure to carry out the duties of the post including committing resources to safeguarding matters, and where appropriate directing other staff.

In many TEi s a single designated person will be sufficient, and a deputy is available to act in the designated person's absence. In large establishments, or those with a large number of safeguarding concerns, it may be necessary to have a number of deputies to deal with the workload.

In addition to basic safeguarding training the Designated Officer undertakes training in inter- agency working that is provided by, or to standards agreed by, the Local Safeguarding Children and Adult boards and refresher training at two yearly intervals to keep his or her knowledge and skills up to date;

The Designated Officer should make contact with the Local Authority Designated Officer (LADO) for children and his or her equivalent for adults. Their names can be obtained from the local social services department.

The broad areas of responsibility proposed for the Designated Officer for Safeguarding include:

- Making referrals to the statutory authorities, the Disclosure and Barring Service and supporting people involved in the process
- Training
- Raising awareness

These are detailed in Keeping Children Safe in Education Department for Education 2014-13 which provides a useful guide to training establishments in safeguarding arrangements.