

Designated Staff with Responsibility for Safeguarding – Annexe A

Manager with Lead Responsibility for Safeguarding

1. The designated senior member of staff with lead responsibility for safeguarding issues is Rachel Wiles - Student Services Manager / Designated Safeguarding Lead.
2. She has a key duty to take lead responsibility for raising awareness with all staff of issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for the students learning within the College.
3. The Student Services Manager is a Learning & Skills Improvement Service (LSIS) trained safeguarding facilitator and has received requisite training in safeguarding/child protection issues and inter-agency working, as required by the Sunderland Safeguarding Children Board (SSCB), and will receive refresher training at least every 2 years. The Designated Safeguarding Lead will keep up to date with developments in child protection issues.
4. The Manager with lead responsibility will:
 - a. Oversee the referral of cases of suspected abuse or allegations to the relevant investigating agencies including social care and police as agreed with SSCB
 - b. Provide advice and support to other staff on issues relating to safeguarding matters/child protection
 - c. Maintain a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral)
 - d. Ensure that parents of children and young people within the College are aware of the College's Child Protection and Safeguarding Policy
 - e. Liaise with Children's Services, Adult Services, SSCB, SSAB and other appropriate agencies
 - f. Liaise with secondary schools which send pupils to the College to ensure that appropriate arrangements are made to arrange the transfer of appropriate safeguarding files as young people progress from secondary education into College.
 - g. Liaise with employers and training organisations that receive children or young people from the College on long term placements to ensure that appropriate safeguards are put in place
 - h. Ensure that all college staff receive appropriate safeguarding and refresher training as outlined in paragraph 2.6 of the Child Protection and Safeguarding Policy.
 - i. Ensure that all designated staff receive training in Safeguarding in line with paragraph 2.7 of the Safeguarding Policy.

5. The Designated Safeguarding Lead will provide a bi-annual report to the governing body of the College setting out how the College has discharged its duties. She is responsible for reporting deficiencies in procedure or policy identified by the SSCB (or others) to the governing body at the earliest opportunity.
6. The Designated Safeguarding Lead will ensure the governing body reviews the Child Protection and Safeguarding Policy annually.

Designated Staff Members

7. Designated members of staff with responsibility for safeguarding / child protection issues are detailed in the attached table.

Name	Job Role	Safeguarding / Child Protection (CP) Role	Centre of Responsibility	Contact Details
Rachel Wiles	Student Services Manager	Designated Safeguarding Lead for all Safeguarding matters.	All	511 6000 Ext 00566 07944093401
Liz Pentecost	Welfare Officer	Deputy Designated Safeguarding Lead for all Safeguarding matters.	Washington	5116000 Ext 02779
Julie Henderson	Student Counsellor	Designated Staff Member and Counselling Service Support.	All	5116000 Ext 03536
Tracey Seed	Welfare Officer	Designated Staff Member	Hylton / Franchise	511 6000 Ext 02529
Peter Snowball	Welfare Officer	Designated Staff Member	Bede St. Peter's	5116000 Ext 03156
Michael Hall	Learning Mentor Manager	Designated Staff Member with a lead on Vulnerable Adult Cases. Providing cover for Child Protection in the absence of designated staff colleagues.	All	5116000 Ext 02443 07958302950
Andrea Hunter	Team Leader	Designated Staff Member	All	5116000 Ext 04077 07768504978

8. These designated staff members:
- a. Report to the Designated Safeguarding Manager
 - b. Will know how to make an appropriate referral
 - c. Will be available to provide advice and support to other staff on issues relating to safeguarding children & adults
 - d. Have particular responsibility to be available to listen to students
 - e. Will deal with individual cases, including attending case conferences and review meetings as appropriate.
 - f. Have received training in safeguarding child/vulnerable adult protection issues and inter-agency working, as required by the SSCB & SSAB, and will receive refresher training at least every 2 years.