



Designated Safeguarding Officer Guidance

1. What is Safeguarding?

For the purpose of this guidance, safeguarding is defined as protecting and promoting the health and wellbeing of children, young people and vulnerable adults, enabling them to live free from abuse, neglect or exploitation.

We all play a vital role in safeguarding our students and, as such, it is important you are aware of how to detect and report a safeguarding issue.

2. What is Prevent?

The duty to safeguard students from harm extends to preventing them from being drawn into extremism. This forms the statutory 'Prevent duty' (s.26 Counter Terrorism and Security Act 2015). It is important to note that 'extremism' covers a broad spectrum of beliefs which may include far-left, far-right, environmental, Islamist, pro-life etc. Not all extreme views are illegal, however, and it is only concerning when someone is at risk of committing violence or criminal activity.

Further information and guidance about the Statutory Prevent Duty Guidance along with access to a Prevent e-learning training package can be found via the following address:

www.gov.uk/government/publications/prevent-duty-guidance

3. Designated Safeguarding Officers (DSO)

The DSOs are the **first point of contact** for all staff and volunteers if they are concerned about a child, young person or vulnerable adult. They have a higher level of safeguarding knowledge than the rest of their colleagues and must have completed Level 3 Safeguarding training provided through an external agency.

3.1 Roles and Responsibilities

- To act as a source of **support, advice** and **expertise** when staff or students have a concern about possible risk or harm.
- To make decisions about whether staff concerns are sufficient to notify Social Care Services, or whether other courses of action are more appropriate –

HOWEVER, it is not the responsibility of the DSO to decide whether abuse has taken place or not

- To refer cases of suspected abuse or allegations to external agencies, as per Safeguarding Policy.
- To inform the Deputy Designated Safeguarding Lead and Designated Safeguarding Lead of referral to external agency.
- To refresh training where significant changes are made to policy/legislation, or every 2 years.
- To support the delivery of the staff awareness raising programme, ensuring staff in their faculty or service are aware of the policy and procedure and their operation.
- To keep detailed, accurate, secure and written records of any concerns raised and their outcomes if known.
- Ensuring that these concerns are logged and stored securely in accordance with Data Protection and GDPR regulations.



- Ensure additional safeguarding practices and procedures are in place in relation to their particular area of work (if required).
- Highlight and champion best practice relating to safeguarding and Prevent.
- To promote a safe environment for children, young people and vulnerable adults.
- Ensure that they support and promote the values of democracy, rule of law and mutual respect and tolerance of those with different faiths or beliefs.

3.2 Requirements of Designated Safeguarding Officer:-

- To undertake advanced (Level 3) training in child and vulnerable adult safeguarding by an external provider.
- To undertake refresher training every 2 years, or as necessary.
- Willing to keep up to date with safeguarding developments.
- To take responsibility for the recording of all safeguarding issues arising.

4. Recognising Safeguarding Concerns and Reporting

Recognising Emergency Situations

Deciding whether a situation is an emergency is a matter of individual judgment. If you have reasonable grounds to believe that someone is either at risk to themselves, or others, or they are in immediate danger, you should take the following steps:

- Contact the **Emergency Services** (ambulance or police as necessary) on 999
- Then contact **Security** on 55333 to notify them of the situation

As Designated Safeguarding Officers, you have a duty to **NOTICE, CHECK** and **SHARE**

✓ NOTICE	<i>You may notice that a student or another staff member's behaviour gives you cause for concern...</i>
<p>You might consider whether someone is being harmed or abused because:</p> <ul style="list-style-type: none"> • You see or hear extreme changes in behaviour; • You may see or hear expressions of suicidal intent; • Someone discloses to you that there could be abuse; • You see or hear something that could constitute abuse; • Someone tells you something is happening or happened to them that could constitute abuse. <p>Other factors which may be a cause for concern include:</p> <ul style="list-style-type: none"> • Witness bullying, targeted harassment or a hate crime; • Someone promoting extremist views in person or on social media; • Possession or accessing illegal material (e.g. from proscribed organisations, child pornography etc.) <p>It is worth noting that 'extremism' covers a broad spectrum of beliefs, which may include far-left, far-right, environmental, pro-life, Daesh, anti-vivisection etc. Not all 'extreme' views are illegal, however, and it is only concerning when someone is at risk of committing violence or illegal activity.</p>	



For students, there may be specific concerns that indicate things 'aren't right'. These include (but are not limited to):

- Not engaging with academic work;
- Not responding to communications;
- Not paying rent, fines or fees;
- Disciplinary or academic misconduct proceedings;
- Not engaging with other students/ staff or local community.

✓ CHECK

Question and share your concerns with other staff members...

Could these changes be linked to other underlying issues?

✓ SHARE

Report any genuinely held concerns as soon as possible



YOU SHOULD NEVER INVESTIGATE THE ISSUE YOURSELF. If you have genuine concerns about an individual, you should pass this information on to the relevant authorities. **Always** notify the Principal Safeguarding Officer, and Safeguarding Officer as soon as possible.

Make sure you complete the Safeguarding Reporting Proforma after each disclosure and notify the relevant Head of School as appropriate.

For Safeguarding Concerns

The Bridge Partnership (Age of person you are concerned about: 0-25)

Telephone: 0161 603 4500 (from 8.30am to 4.30pm Mon-Fri). If you need to speak to someone outside these hours, please call the Emergency Duty Team on 0161 794 8888.

Salford Social Services (Age of person you are concerned about: 25+)

Telephone: 0161 631 4777 (from 8.30am-4.30pm Mon-Fri) Email: social.services@salford.gov.uk. If you need to speak to someone outside these hours, please call the Emergency Duty Team on 0161 794 8888

For Prevent Concerns

Referrals to Salford Channel should be made via the Prevent Task Group:
safeguarding@salford.ac.uk

For Wellbeing Concerns:

If you identify further wellbeing concerns, or think the student may need more support, you can contact the Counselling and Wellbeing Service: 0161 295 0023 available 9-5 Monday to Friday

Designated Safeguarding Lead	Andrew Hartley a.hartley2@salford.ac.uk
Deputy Designated Safeguarding Lead	Leanne Kirk safeguarding@salford.ac.uk