

Contact details

The name of the designated officer for safeguarding children and vulnerable adults is:

Name: Mr Mark Manterfield

Telephone: 01722 424832 (01722 424800 out of hours)

The name of the deputy designated officer for safeguarding is:

Name: The Revd Canon Professor James Woodward

Telephone: 01722 424800 (Reception)

The contact details for the local social services:

Name of authority: Wiltshire

Children's Services

Telephone (office hours): 0300 4560108

Telephone (emergencies out of office hours): 0845 6070888

Adult Services

Telephone (office hours): 0300 4560111

Telephone (emergencies out of office hours): 0845 6070888

Wiltshire Police Vulnerable Adults Unit (office hours): 0138 0734212

Police

Emergencies: 999

Non emergencies: 101

Sarum College

Safeguarding



Learning to nourish the human spirit

What to do...

...if you have concerns about possible abuse (including allegations):

1. In an emergency, respond immediately.
2. Consult the designated person for safeguarding, Mark Manterfield.
3. Decide together whether to seek advice, take action or to make an immediate referral to the police or care services.
4. Keep a record of what happened, your concerns and your actions.
6. Only tell others who need to know.

...if a child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times and events and when you are told.
6. Report it to Mark Manterfield or if he is unavailable, the Principal.
7. Only tell those who need to know. Mark will keep the Principal informed.

Things to remember

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.