

Safeguarding Adult Lead Role Profile

Essential skills and experience

The Safeguarding Adult Lead (SAL) takes the lead on safeguarding for their organisation and should be:

- ❖ Someone with authority in the group such as a manager or team leader
- ❖ A paid member of staff if possible
- ❖ Checked with the Disclosure and Barring Service (DBS)
- ❖ Have at least two references which are followed up.

Responsibilities

- 1) To be the first point of contact for all staff and volunteers to go to for advice if they are concerned about a vulnerable adult (this may also need to be out of hours so staff and volunteers should always know how to contact the SAL or a nominated Deputy);
- 2) To have a higher level of safeguarding training and knowledge than the rest of the staff and should have completed multi agency safeguarding training;
- 3) To be responsible for ensuring that the organisation's safeguarding policy is kept up to date and complete the Organisational Self Audit every two years;
- 4) To ensure that they comply with safe recruitment procedures for new staff members and their induction;
- 5) To assess information from staff regarding concerns about adults at risk and make decisions about whether staff concerns are sufficient enough to notify adult services or whether other courses of action are more appropriate;
- 6) To liaise with the relevant Designated Adult Safeguarding Manager (DASM) and Local Authority Designated Officer (LADO) for their sector and make safeguarding referrals as appropriate;
- 7) To ensure that any concerns raised are logged and stored securely;
- 8) To have joint responsibility with the management committee or Board of Trustees to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated;

- 9) To be responsible for promoting a safe environment for adults at risk and
- 10) To know the contact details of relevant statutory agencies e.g. adult services, Police, Clinical Commissioning Group, Care Quality Commission, Local Safeguarding Adults Board, etc.
- 11) To appoint a deputy in case of sickness or leave.

It is not the responsibility of the Safeguarding Adult Lead to decide whether a person has been abused or not - that is the responsibility of statutory agencies such as adult social care or the police. However keeping adults safe is everybody's business and all staff should know who to go to and how to report any concerns they may have about an adult being harmed or at risk of being harmed.