



Blatchington Court Trust

Roles and Responsibilities in Relation to the BCT Safeguarding Policy and Procedures

Trustees

Our Board of Trustees have overall responsibility for ensuring that everyone connected with us is protected from harm. This includes:

- people who use or benefit from BCT's services
- staff
- volunteers
- anyone else involved in or affected by BCT activities

Key responsibilities:

- Approve the BCT Safeguarding Policy and Procedures.
- Ensure that safeguarding is embedded across the organisation.
- Delegate day-to-day safeguarding duties to designated roles within BCT, while retaining ultimate accountability.
- Ensure BCT meets its legal obligations and reports concerns appropriately.
- Maintain oversight of safeguarding risks, incidents, and organisational learning.
- Work with the Safeguarding Trustee Lead, who provides specialist oversight and acts as the link between the Board and the safeguarding team.

Trustees are accountable to The Charity Commission for ensuring that safeguarding is managed effectively and that BCT operates safely and responsibly.

Designated Safeguarding Lead (DSL)

The DSL has lead responsibility for safeguarding children and adults at risk within their area of the organisation. They act as the central point of contact for safeguarding concerns.

Key responsibilities:

- Provide advice, guidance, and support to staff and volunteers on all safeguarding matters.
- Receive, assess, and escalate safeguarding concerns in line with BCT policy and local safeguarding procedures.
- Liaise with the safeguarding team, external agencies, and other professionals when required.
- Ensure concerns are recorded accurately and securely.
- Promote good safeguarding practice across their service area.
- Ensure staff and volunteers understand their responsibilities and know how to report concerns.
- Keep their safeguarding knowledge up to date through training and ongoing professional development.

Additional Relevant Points

To strengthen clarity and completeness, the following responsibilities are typically included in safeguarding frameworks and may be relevant to BCT:

- All staff and volunteers must understand the safeguarding policy, recognise signs of abuse, and report concerns immediately.

- Managers and team leaders should ensure staff receive appropriate training and supervision.
- The DSL's should monitor trends, review cases, and support continuous improvement.
- Record-keeping must be timely, factual, and compliant with data protection requirements.
- Partnership working with local authorities, health services, and other agencies is essential for effective safeguarding.