





<b>Basic Awareness</b>	All staff – including associate temporary tutors.  All Ordinands and Licenced Lay Ministers should that be LLMs in training or are they already LLMs
<b>Foundation</b>	All clergy  Staff with student facing roles (not admin)  All Ordinands and Licenced Lay Ministers in training
<b>Leadership</b>	All clergy  Safeguarding officers  All Ordinands and Licenced Lay Ministers
<b>Senior Leadership</b>	TEI principal
<b>Raising Awareness of Domestic Abuse</b>	Staff with student facing roles (not admin)  All Ordinands
<b>Safer Recruitment and People Management</b>	Line Managers  All Ordinands

## Responding to an incident

All disclosures, allegations and concerns must be acted upon and referred to the designated safeguarding lead within 24 hours. Even if you're not sure if it's abuse or not, always talk to the DSL for advice. In the absence of the DSL please speak to the Diocesan Safeguarding Adviser in the relevant diocese. If there is an immediate risk to a child or adult ring 999.

All allegations and concerns will be dealt with in accordance with the relevant House of Bishops Practice Guidance dependent on the circumstances.

## Records

All training and safe recruitment records are kept up to date by the Head of Operations.