



# Wigan Safeguarding Partnership Competency Level Guidance

**Developed from:**

**Bournemouth University National Capability Framework for Safeguarding Adults 2016**

**Adult Safeguarding: Roles and Competencies for Health Care Staff, Intercollegiate Document August 2018**

**Safeguarding Children and Young People: Roles and Competencies for Health Care Staff, Intercollegiate Document  
January 2019**

Please use the following guidance to select the appropriate competency level to your job role. If you are in any doubt, please speak to your line manager in the first instance. For more information regarding core competencies for each competency level please refer to the above documents.



Competency Level	Staff Group	Type	Description	Staff Responsibilities	Staff Roles
1	A	Alerters	All staff that work in settings that come into contact with children and young people, their families /carers, vulnerable adults or adults who may pose a risk to children.	This group has the responsibility to be competent in identifying possible indicators of abuse or neglect and be able take appropriate action to raise a safeguarding concern.	ALL staff and volunteers who are employed by agencies represented by the Wigan Safeguarding Partnership and other agencies that provide care and/or support services.
2	B1	Responders and Specialist Practitioners	All practitioners that have contact with children and young people, their families /carers, vulnerable adults or adults who may pose a risk to children.	In addition to the Level 1 duties this group also has the responsibility to refer Safeguarding concerns through the correct organisational processes.	ALL staff that are in regular direct contact with children and young people, their families /carers, vulnerable adults or adults who may pose a risk to children, and who may need to make a Safeguarding referral.
3	B2	Responders and Specialist Practitioners	Registered professionals working with children and young people, their families /carers, vulnerable adults or adults who may pose a risk to children who contribute in assessing, planning, intervening and /or evaluating need.	In addition to the Level 1 and 2 duties this group also has the responsibility for making decisions for concerns raised. They hold key roles within the safeguarding process.	ALL staff that are in regular direct contact with children and young people, their families /carers, vulnerable adults or adults who may pose a risk to children and who may contribute to a Safeguarding enquiry /assessment of need.
4	C	Decision Makers	Specialist roles and named professionals	In addition to the Level1-3 duties this group is also responsible for ensuring the management and delivery of safeguarding services. They will have oversight of the development systems, policies and procedures in accordance with national, local and organisational policies and procedures.	Staff that have Management roles relating to Safeguarding.
5	D	Governance and Board Roles and CEO Levels	Specialist roles and designated professionals	In addition to the Level 1-4 duties this group is also responsible for strategic leadership and planning of services for children and adults at risk of abuse.	Staff that have Strategic Management roles relating to Safeguarding.



Staff Job Role Examples				
Competency Level 1	Competency Level 2	Competency Level 3	Competency Level 4	Competency Level 5
Administration Staff	111/999/101 communications centre staff	Adult Learning Disability Practitioners	Designated Adult Safeguarding Managers (DASM)	Board Level Professionals (executive directors /chief executive officers /elected members)
Caterers	Administration Staff for Safeguarding Teams / LAC Teams	All Mental Health Staff (adult and child and adolescent mental health staff)	Heads of Safeguarding	Designated Safeguarding Professionals
Community Pharmacist Counter Staff	Adult Physicians /Surgeons	Care Home Managers	Lead Doctors	
Domestic Staff	Advocates	Child Play Therapist	Named Professionals (Doctors /GPs /CCGs /Nurses /Midwives /etc)	
Maintenance Staff	Allied Health Professionals	Child Psychologists	Registered Managers	
Non-Clinical Staff working in Health Settings	Ambulance Staff	Child Psychotherapists		
Peer Support Workers	Anaesthetists	Dentists		
Porters	Audiologists	Diagnostic Radiographers		
Receptionists	Clinic Reception Managers	Forensic Physicians		
Transport Staff	Clinical Researchers	General Practitioners		
	Dental Care Assistants	Health Professionals working in Substance Misuse Services		
	GP Practice Managers	Health Visitors		
	Health Students	Medical Staff		
	Nursing Associates	Midwives		
	Online Health Setting Providers	Neonatologists		
	Optometrists	Neurophysiologists		
	Orthodontists	Obstetricians		
	Pharmacists	Paediatric allied health professionals		
	Phlebotomists	Paediatric Intensivists		
	Radiologists	Paediatric Radiologists		
	Registered Nurses (acute /community)	Paediatric Surgeons		
		Paediatricians		
		Paramedics		
		Perinatal Staff		
		Police Officers		
		Psychologists		
		Psychotherapists		



		Registered Nurses: Practice Nurses /Nurse Practitioners /Specialist Safeguarding Nurses /LAC Nurses /Family Nurses /Children's Nurses /Forensic Nurses /Learning Disability Nurses (children and adult)		
		Safeguarding Professionals		
		Sexual Health Staff		
		Teaching Staff		
		Urgent and Unscheduled Care Staff		
		Youth Offending Team Staff		