

SAFEGUARDING POLICY FOR CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Appendix 2: Roles and Responsibilities

Version 1, March 2026

To be reviewed every 3 years, or sooner if there are changes in legislation or guidance, in conjunction with all other safeguarding policies and procedures.

TRP Safeguarding roles operate within a clear framework of accountability, with strategic oversight provided by the Board of Trustees and Safeguarding Executive Group. Operational responsibility is delegated through the Designated Safeguarding Lead (DSL), Deputies and local Safeguarding Leads across the organisation.

Designated Trustee Lead
• Evaluates safeguarding concerns, recommendations, actions and reports presented to them. • Can respond appropriately to concerns and allegations. • Represents the charity with regulatory bodies, the Police and/or other relevant bodies if a significant risk matter arises (this includes allegations against staff), when appropriate. • Ensures all trustees undertake safeguarding training as part of their induction. The Board of Trustees retain ultimate accountability for safeguarding.
Safeguarding Sponsor
• Holds overall responsibility for Safeguarding in the organisation, and ensures appropriate oversight, reporting and resourcing are in place • Meets with the Designated Safeguarding Lead once a year as a minimum, to discuss procedural matters and their impact on the organisation, reviewing reports, when cases that pose significant risk are escalated.
Designated Safeguarding Lead
• Has lead responsibility for safeguarding across TRP and for ensuring that safeguarding arrangements are implemented effectively across all sites and services • Is responsible for responding to any concerns about the abuse or neglect of children, young people or vulnerable adults. Ensure that all concerns are managed appropriately in line with TRP's Safeguarding Procedures and that

significant or complex cases are referred to the Safeguarding Executive Group. - Escalates concerns to the Safeguarding Sponsor where these pose a significant or complex risk and, where appropriate, make referrals to external bodies such as local authorities or the police. - Coordinates safeguarding activity across the organisation, including training, policy development and continuous improvement, in collaboration with HR and relevant colleagues. - Convenes the Annual Safeguarding Meeting of the Safeguarding Group to share updates on safeguarding activity and emerging risks, reflect on learning from cases and practice, and agree actions to strengthen safeguarding systems. - Provides regular updates to the Safeguarding Trustee Lead and Safeguarding Sponsor, including quarterly updates on safeguarding activity, risks and actions. - The Designated Safeguarding Lead and Deputies will take measures to improve systems and practices where necessary, ensuring training to staff is sufficient and policies and procedures are practical and accessible.
Deputy Designated Safeguarding Leads - Jointly responsible for responding to any concerns about the abuse or neglect of children and young people. They ensure that all concerns are managed appropriately in line with TRP's Safeguarding Procedures and that serious or complex cases are referred to the Safeguarding Executive Group. - The two Deputy DSLs provide support to the DSL and provide organisational cover when they are not available. Deputies are also Safeguarding Leads for a specific area.
Safeguarding Leads - Are responsible for safeguarding within their site, location or functional area, and act as the first point of contact for concerns, ensuring that concerns are reported and recorded in line with TRP Safeguarding Procedures. - Operate across both geographical locations (including individual parks, playgrounds and sites such as Brompton Cemetery, and the Diana Memorial Playground) and functional areas (including Learning, Volunteering, Access and Engagement, HR and Sports).

- Park Managers act as Safeguarding Leads within their park, overseeing safeguarding in relation to general visits, activities and events (except for activities/events delivered by specialist teams).
- Functional Safeguarding Leads oversee safeguarding within their area of responsibility, including activities, programmes and services delivered across multiple sites (for example, Learning, Volunteering, Sports and commercial leisure activities such as boating, swimming and tennis).
- The HR Manager oversees safeguarding allegations relating to staff, including any subsequent disciplinary processes where required.