



## **SAFEGUARDING OFFICER Role & Responsibilities**

### **Responsibilities**

The Safeguarding Officer is an appointed position and is a member of the Management Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes.

### **The Role**

- Must hold an Enhanced DBS certificate.
- Support members with any concerns about child and adult safeguarding.
- Advise the Management Committee on training and education of members in safeguarding.
- Advise the Management Committee on any matters of safeguarding concern, correctly balancing duties of confidentiality and information sharing.
- Advise the Management Committee on changes in safeguarding legislation and best practice, to assist the Management Committee in maintaining up to date policies and procedures.
- Ensure information is shared appropriately with the Diocesan Safeguarding team as required.

### **Specific Responsibilities**

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
  - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- Act as an adviser to members on issues surrounding child protection and vulnerable adults.
- Liaise between the Association and the Diocesan Safeguarding team on all relevant matters.
- Liaise between the Association and the CCCBR Safeguarding team on all relevant matters.
- Liaise between the Association and the Safeguarding teams of neighbouring territorial associations on all relevant matters.
- Ensure that all Association events (including the Essex Ringing Course) conduct appropriate risk assessments and put procedures in place to maintain safety of children and vulnerable adults.
- Provide written reports to Management Committee meetings.
- Provide a written report for the Annual Report.
- Regularly review and update where necessary associated strategy and policy documents.