



## **ROLE DESCRIPTION GROUP SAFEGUARDING OFFICER**

### **Key Responsibility**

The Safeguarding Officer has the main responsibility for coordinating child and vulnerable adult protection issues within the RDA Group, ensuring effective safeguarding policies and procedures are in place and are understood by all members of the Group.

### **Responsibilities**

- To monitor and review the implementation of the relevant safeguarding policies and procedures within a Group and to ensure they are adhered to.
- To support new staff and volunteers through the disclosure checking process, acting as an evidence checker for I.D. validation and checking the forms for errors and omissions before submission.
- Handling allegations and complaints or suspicions of abuse should they occur and liaising with Group Trustees and RDA National Office to agree an action plan.
- To promote safeguarding best practice to all staff, volunteers and participants involved with the Group.
- To raise awareness of the Safeguarding Officer role to participants, parents and carers.

### **Personal Specification**

- Ability to advise on best practice in relation safeguarding.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child, young person or vulnerable adult.

### **Experience**

- Attend a minimum of a half day safeguarding workshop, renewed every three years.

### **Characteristics**

- Sufficient time available for the role.
- An interest in the well-being of children, young people and vulnerable adults and in safeguarding matters.