Job Description - Designated Safeguarding Officer

Role Summary

The Designated Safeguarding Officer will be the first point of contact for members and agents of the trust for all child protection and safeguarding concerns.

They will lead and manage safeguarding and child protection practice across the organisation and will ensure the safeguarding and welfare of all members, volunteers, agents and affiliates. The Designated Safeguarding Officer will attend, and contribute reports for, relevant meetings and maintain careful records of actions. They will work to update relevant statements, policies, procedures and guidance as necessary within the trust.

Inspiring a safe and secure culture, the Safeguarding Officer will inform, coach and support others within the trust to promote and champion good practice with regards to child protection policy and procedures.

Main Duties and Responsibilities

- Complete relevant risk assessments and analysis within the branch
- Implement WBCT child protection and safeguarding policy and procedures
- Lead in the planning and delivering of safeguarding training within the organisation
- Signpost individuals to services both within and external to the organisation to support their physical and mental wellbeing
- Always uphold confidentiality and ensure GDPR is maintained by all staff during safeguarding processes
- Report to and advise the Branch Chair of any safeguarding concerns to ensure they retain oversight of Safeguarding within the branch and organisation
- Keep all revisions of Trust Safeguarding policies, statements, procedures and guidance up to date
- Respond in a timely manner to safeguarding concerns to ensure all members, volunteers, agents and affiliates are kept safe from harm
- Complete relevant inspections maintenance checks on equipment used by the branch

- Maintain adequate service schedules for equipment used by the branch
- Encourage good practice by promoting and championing the child protection policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of any individual and provide alerts to the Branch Chair when these happen.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Collate and produce statistical and other information for Trust members and agents with regard to safeguarding and child protection.

Resources required

- Effective and reliable home computing facilities including broadband internet access, email, word processing, spreadsheet and printer.
- Landline & mobile phone.
- Transport to attend site.

Note: This is a voluntary role within WBCT, which is a registered charity. The Trust remunerates the legitimate business expenses of its volunteers.

For more information, please email info@wbct.org.uk