

Role description for safeguarding officers

Report to: the committee

Grade: voluntary position

DBS requirement: Appointment to these posts is subject to a satisfactory DBS check

Purpose of the role

1. To take the lead role in ensuring that appropriate arrangements are in place for the Shrewsbury Light Orchestra for keeping children, young people and vulnerable adults safe.
2. To promote the safety and welfare of children, young people and vulnerable adults who are members or guests of the orchestra.

Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children, young people and vulnerable adults who attend the orchestra are properly dealt with through policies, procedures and administrative systems.
2. Make sure that the members of the orchestra including any children, young people and vulnerable adults and their parents and carers are made aware of the procedures and what they should do if they have concerns about a child, young person or vulnerable adult.
3. Receive and record information from anyone who has concerns about a child, young person or vulnerable adult who is a member of the orchestra.
4. Take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with other members of the committee and statutory child protection agencies.
5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Consult with the NSPCC Helpline when such support is needed.
7. Report at least annually to the committee.
8. Be familiar with and work within local inter-agency child protection procedures developed by the local safeguarding children board.
9. Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in this area.
10. Attend training in issues relevant to child protection from time to time and share knowledge from that training with members and the committee.