

Designated Safeguarding Officer

Role Description



Job Title	Designated Safeguarding Officer
Category of Staff	Volunteer
Location	Downright Special, Bransholme-based, covering Hull and East Riding of Yorkshire / home-based
Hours of Work / Working Pattern/Special Arrangement	Flexible
Salary	Voluntary position but agreed reasonable expenses will be reimbursed
Overall Purpose of the Job and its Primary Objectives	
<p>Downright Special supports children with Down syndrome, their families and the professionals who work with them. Safeguarding and promoting the welfare of the children that we support is a vital part of our duties as a charity. The Designated Safeguarding Officer (DSO) is the lead person for ensuring that our Safeguarding policies and procedures are up to date, that all relevant persons have appropriate training and checks and is the point of contact for anyone raising a safeguarding concern.</p>	
Key Responsibilities and Duties	
<ul style="list-style-type: none">• Responsible for ensuring our Safeguarding policies and procedures are kept up to date.• Being the first point of contact for all staff, volunteers and service users who have safeguarding concerns• Making sure the safeguarding policy and procedures are followed by all staff and volunteers and challenging poor practice.• Ensuring all staff and volunteers have attended appropriate levels of safeguarding training and have enhanced DBS checks in place.• Consulting with the local Safeguarding Board to keep up to date with changes in guidance or for additional information if needed.• Making referrals to social services if appropriate• Be familiar with Downright Special policies and procedures such as our. safeguarding policy , health and safety, confidentiality and our obligations as an organisation registered with the Fundraising Regulator• Raise Awareness of Downright Special	
Key Relationships	
<ul style="list-style-type: none">• Work with Downright Special Administrator• Report directly to Downright Special's Charity Manager.	
Working Context	



Downright Special
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Registered Charity Number: 1175863

www.downrightspecial.co.uk



- All Downright Special posts are subject to enhanced DBS disclosure.
- Work in accordance with all Downright Special Policy documents.
- To undertake any other duties as required by Downright Special, commensurate with the nature of the post.

Skills/Experience Required

- Experience of safeguarding would be a distinct advantage
- Personal and friendly manner
- Organised, efficient and able to respond quickly to any issues that arise

Training

- Additional safeguarding training will be organized if required.
- Full induction to Downright Special
- Support with understanding your role and responsibilities
- Ongoing contact and support from the Charity Manager and your key contacts in the charity