

SAFEGUARDING OFFICER - Regional/National Association/Country/Network

Purpose and Role

- The Regional/National Association/Network Safeguarding Officer will be tasked with implementing the measures required to meet the expectations of SIGBI Ltd.
- In our roles as Soroptimists, every member has a duty of care to provide a safe and trusted environment for everyone with whom they come into contact.
- Promote an organisational culture that prioritises Safeguarding, so it is safe for people to report incidents and concerns in the knowledge that they will be dealt with appropriately.
- Have access to safeguarding policies, Standard Operating procedures, and measures to protect people and make sure these are reviewed regularly and kept up to date.
- To report incidents when volunteering to the relevant authorities for example Schools, Care Homes, in line with their organisation's safeguarding procedures.
- To ensure reporting systems are in place for dealing with serious situations of immediate harm or high risk.

Safeguarding is a key governance priority for SIGBI Ltd to protect all members, volunteers and the 'at risk' groups of children, young people and vulnerable adults when we are working in our communities.

- The Regional/National /Association/Network Safeguarding Officer (RSO) has a duty of care for Safeguarding issues in her Region.
- To be familiar with SIGBI policies and Standing Operating Procedures to safeguard members and volunteers and to support members of her Region.
- The role includes the need to receive and report all serious safeguarding issues to the SIGBI Safeguarding Officer (DSO).
- To be aware that it is not their remit to investigate safeguarding issues.
- To be aware of the confidentiality of the information received and refer to 'Safeguarding Information to be Recorded' document.

KEY TASKS OF THE ROLE

Personal Development

- To reach and maintain the level of expertise required for this post and to keep their knowledge and skills up to date through participating in SIGBI safeguarding training and resources.
- Be familiar with all the policies, Standing Operating Procedures and documentation in place for safeguarding within SIGBI Ltd.
- Participate in SIGBI peer support for Regional/National Association/Network Safeguarding Officers, using virtual technology, e.g. Zoom.
- Accept that safeguarding is everyone's responsibility, this means that every member of the organisation should be made aware of their safeguarding duties.

Within the Region/National Association/Country/Network

- Continue to develop and establish the safeguarding ethos for members to safeguard themselves and their volunteers against any possible claims of abuse.
- Raise awareness and disseminate safeguarding briefings to all Clubs.
- Willingness to share best practice and experience (maintaining confidentiality) across the Region/National Association/Network.
- Liaise with and report to the Federation Designated Safeguarding Officer.
- Implement SIGBI's safeguarding training and development strategy.
- At least once a year, provide guidance to clubs including use of virtual technology e.g. Zoom meetings.

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Essential Skills

- A knowledge of Safeguarding
- A willingness to attend safeguarding training

METHOD OF ELECTION

A candidate shall be in good standing.

Candidates will be expected to demonstrate their experience/expertise in line with the essential skills outlined in this Role Specification.

Election shall be by vote of the Region/National Association/Network Council at the Annual General Meeting.

TERM OF OFFICE

Two Federation years, eligible for re-election for a further two years to serve a maximum of four years.

She takes office at the beginning of the Regional year, following her election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

REMOVAL FROM OFFICE

Where a Safeguarding Officer is not performing satisfactorily in the role, the Region/National Association/Network will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the Regional/National Association/Network Safeguarding Officer being notified of her removal from office.

RIGHT OF APPEAL

The Regional/National Association/Network Safeguarding Officer shall have the right to an appeal in line with the SIGBI Dispute Resolution procedure.

The Regional/National Association/Network Safeguarding Officer's notice of removal from office is suspended pending the result of that appeal.

FUNDING

Re-imbusement by the Region/National Association/Network of expenses properly incurred at a level to be decided by the Region/National Association/Network.

Expense to attend meetings/events of Clubs will be met by the hosts.