

SIGBI DESIGNATED SAFEGUARDING OFFICER (DSO)

PURPOSE AND ROLE

The Designated Safeguarding Officer has a duty of care to oversee safeguarding within Soroptimist International of Great Britain and Ireland (SIGBI) Ltd.

To put in place policies and procedures to safeguard SIGBI members and volunteers and to support all members of SIGBI at all levels of the organisation.

The role also includes the need to receive and process all safeguarding issues for the organisation and keep a record of all reports.

To report to the relevant authorities and record actions and outcomes.

To maintain the confidentiality aspects of all records and actions.

Abide by strict rules of confidentiality regarding any personal information she becomes aware of.

ABOUT THE ROLE

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.

EXPECTATIONS OF THE CHARITY COMMISSION IN ENGLAND AND WALES

The Designated Safeguarding Officer will be tasked with implementing the measures required to meet the expectations of the Charity Commission in England and Wales, namely that we:

- 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 adequate safeguarding policies, procedures and measures in place to protect people and make sure these are made public, reviewed regularly and kept up to date.
- To report incidents to the relevant authorities as they arise including the Police and the Charity Commission and be aware that it is not the remit of this post to investigate issues.

The Charity Commission advises that SIGBI Reviews its safeguarding governance and management arrangements annually.

It is the regulatory role of the Charity Commission to ensure charities comply with their legal duties, manage any incidents responsibly and take prompt steps to protect people affected by it.

KEY TASKS OF THE ROLE

- To reach and maintain the level of expertise required for this post and to keep their knowledge and skills up to date.
- Be conversant with all the policies, procedures and documentation in place for safeguarding within SIGBI
- Ltd.

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- Accept that safeguarding is everyone's responsibility, this means that every member of the organisation should be made aware of their safeguarding duties.
- Continue to develop and establish the safeguarding ethos for members to safeguard themselves and their volunteers against any possible claims of abuse.
- Coordinate the dissemination of policy, procedures and resources to each Regional/National Association/Network Safeguarding Officer and all Clubs.
- Advise on the organisation's safeguarding training needs and the development of its training strategy.
- Ensure that the safeguarding policies and procedures meet the requirements of the Charity Commission expectations.
- Provide support and guidance to Safeguarding Officers in Regions/National Associations/Networks.
- Represent the Organisation at external meetings regarding safeguarding.

Essential Skills

- Experience of Safeguarding
- Have an appropriate qualification - Level 3 Qualification in Safeguarding Children and Adults or be prepared to undertake this within an agreed timeframe.
- Be conversant with all the policies, procedures and documentation in place for safeguarding within SIGBI Ltd.
- An understanding of the UN Declaration of Human Rights.
- Have a basic Disclosure and Barring Service (DBS) Certificate.
- Conversant with legislation pertaining to Safeguarding of Children and Vulnerable Adults.

METHOD OF ELECTION

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

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.

Applicants will be appointed by the SIGBI Board following an assessment of their skills and suitability for the role.

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 Federation year, following the 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.

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REMOVAL FROM OFFICE

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

RIGHT OF APPEAL

A SIGBI Designed Safeguarding Officer has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Designed Safeguarding Officer's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Designed Safeguarding Officer removed from office shall be precluded from taking further office at any level within SIGBI.

FUNDING

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.