

# SAFEGUARDING OFFICER



## ABOUT THE ROLE

This role ensures that Linguæ Christi's activities are organised in a way that protects children and vulnerable adults. There are a variety of resources available to equip organisations who work with children and vulnerable adults, including ecumenical and government bodies. This role will stay abreast of current guidance, provide policy suggestions to the charity, and evaluate risk assessments carried out by staff.

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## ESSENTIAL TASKS

- Identify relevant bodies that provide guidance to charities and churches working with children and vulnerable adults and stay abreast of changes in guidance
- Review the charity's safeguarding policy yearly
- Maintain DBS (background) checks for charity staff and volunteers
- Provide a risk assessment template for charity staff and volunteers
- Provide an incident report template charity staff and volunteers

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## IMPORTANT TASKS

- Identify best practice sources and disseminate relevant articles to charity staff and volunteer
- Evaluate risk assessments for specific activities and maintain a record of them
- Organise yearly safeguarding trainings for staff and volunteers

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## HOURS PER MONTH

- 2 hours per month
- Occasional trainings would involve 3-4 hours of preparation and 1-2 hours for the training itself

## ABOUT THE SAFEGUARDING OFFICER

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### EDUCATION AND TRAINING

- A background working directly with children and/or vulnerable adults in a professional capacity will be helpful.
- Knowledge of basic word processing in Microsoft Word is required.

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### SKILLS AND GIFTS

- Can read and understand government guidance
- Can summarise and disseminate information clearly and concisely
- Can maintain documents and files stored online

## INDUCTION AND SUPPORT

Aside from a general introduction to Linguæ Christi's mission and team, this role will require six hours of induction on the following topics:

- Read Linguæ Christi's current safeguarding policy (1)
- Learn about Linguæ Christi's current activities that involve children and vulnerable adults (1)

Following this initial induction, the safeguarding officer's first task would be to evaluate Linguæ Christi's current practices. Nine hours would be needed for the review and would include:

- Reading current guidance from Welsh government and the Interdenominational panel on safeguarding (3)
- Reading and evaluating Linguæ Christi's safeguarding policy and note needed updates (3)
- Providing an updated policy to Linguæ Christi's director and board of trustees (3)

This role will be supported by the General Director and report to the General Director and Board of Trustees on a regular basis. Please contact

[info@linguaechristi.org](mailto:info@linguaechristi.org) for more information.