



## **District Safeguarding Officer**

### ***Overall role and responsibility***

To ensure members and groups are aware of their safeguarding responsibilities and the principles of the national safeguarding policy. To respond to safeguarding concerns and issues raised by members, parents, children or young people.

### ***Specific responsibilities***

1. Be aware and up to date on Woodcraft Folk policies, particularly Safeguarding Policy, safeguarding Procedures, Whistle-blowing Policy, Code of Conduct, Volunteering Policy, Health & Safety Policy (groups), Data Protection Policy, Data Storage & Handling Statement and Dispute Resolution Procedures
2. Ensure all members and groups are aware of Woodcraft Folk Safeguarding Policy and Procedure document, and implement recommended practice (e.g. 2 members present at all times, ratios maintained, risk assessments completed, children's health and consent forms completed)
3. Be the named contact for any leader, helper etc. who has concerns about a child or adult helper
4. Respond to any safeguarding concerns raised, using the Incident/Disclosure form provided
5. Keep up to date with safeguarding legislation and current practice, for which you will receive central updates when appropriate
6. Co-ordinate the delivery of safeguarding training on an annual basis (minimum)
7. Be ready to intervene in any hazardous situations involving a child and encourage others to do so as well.
8. Liaise with (and at times pass on information to) the local statutory child protection agencies.
9. Work with the Membership Secretary to ensure that all members have undergone appropriate screening checks e.g. interviews, references, CRB disclosure and ISA registration
10. Keep confidential all personal records held on Woodcraft Folk members in your district
11. Report promptly any safeguarding concerns to the Lead Safeguarding Officer

### ***Key contacts***

You should be in regular contact with your local district co-ordinator and group contacts. You are also encouraged to seek clarification on safeguarding by contacting Debs McCahon, Membership Development Manager, 0845 217 8939, [deborah.mccahon@woodcraft.org.uk](mailto:deborah.mccahon@woodcraft.org.uk)

### ***Recommended partner links***

To assist in your duties you are strongly advised to develop links with your local Safeguarding Children Board, which should be able to provide guidance and training on volunteer selection and safeguarding issues.