

ROLE DESCRIPTION

TITLE: Venture Safeguarding Officer

PURPOSE

To focus on and ensure that the Venture operates in a way which safeguards and protects the children/young people in our care.

MAIN RESPONSIBILITIES

- Working with the Danehill Principal (who is also currently the Lead Danehill Safeguarding Officer) to ensure that the team is trained in safeguarding knowledge and procedures.
- Ensuring that procedures and good practice are in place and being followed, and that their importance in preventing and responding to safeguarding concerns is understood.
- Being alert to any potential safeguarding issues at the Venture, including leader/member ratios, mobile phone use and examples of poor practice. Such issues should be raised with the Overall leaders' team at the earliest opportunity.
- Being the first line of reference for any volunteer who wishes to raise an issue or concern, and ensuring appropriate documentation is completed and action points identified.
- Liaising with 31:8 and Ventures as appropriate in line with Ventures Safeguarding policy.

KEY DOCUMENTS

These key handbooks are available at: danehillventures.co.uk/safeguarding-officer

- Safeguarding Officer's Handbook
(Whilst you should be familiar with the contents of the whole handbook, the checklist on page 3 is especially helpful for ensuring, in consultation with the Danehill Principal, that all essential tasks are implemented.)
- Danehill Leaders Information pack

The safeguarding Officer should have undertaken safeguarding training themselves in the past three years and be committed to further developing their skills and awareness.