

Role description for the designated safeguarding officer

Statement of Intent

This is the Role description for the designated safeguarding officer of the:

Northern Ireland Raspberry Jam (Registered Charity no. NIC107983)

The Northern Ireland Raspberry Jam Trustee Board acknowledges the critical importance of safeguarding in all its activities. To ensure the safety and wellbeing of children and young people, a Designated Safeguarding Officer (DSO) will be appointed to lead on safeguarding matters and uphold the organisation's responsibilities in line with legal and regulatory frameworks.

The DSO plays a vital leadership role in promoting a culture of safety, ensuring policies are up to date and effectively implemented, and supporting volunteers in recognising and responding to safeguarding concerns. They will act as the central point of contact for all child protection concerns, liaising with statutory agencies where necessary and maintaining appropriate records.

The DSO will work closely with the Trustee Board to ensure safeguarding remains a core priority and that all personnel understand and follow agreed procedures. They will undertake relevant training, provide guidance to volunteers, and ensure that safeguarding knowledge remains current across the organisation.

Signature of Chair:



Name: James Dougan

Email: james.dougan@niraspberryjam.com

Date of Signature: 04/04/2025

Signature of DSO:



Name: Adam Cunningham

Email: adam.cunningham@niraspberryjam.com

Date of Signature: 04/04/2025

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the Northern Ireland Raspberry Jam.

To promote the safety and welfare of children and young people involved in the Northern Ireland Raspberry Jam activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing Northern Ireland Raspberry Jam's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Northern Ireland Raspberry Jam's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Northern Ireland Raspberry Jam's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at Northern Ireland Raspberry Jam, including the board of trustees, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at Northern Ireland Raspberry Jam and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in Northern Ireland Raspberry Jam's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Northern Ireland Raspberry Jam may present a risk to children or young people. This includes:
 - a. Assessing and clarifying the information.
 - b. Making referrals to statutory organisations such as the Gateway Service (Health and Social Care Trusts) and the PSNI Public Protection Unit as appropriate
 - c. Consulting with and informing the relevant members of the organisation's management.
 - d. Following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - a. The local authority child protection services.
 - b. The police.
 - c. Other relevant safeguarding bodies

- This includes making formal referrals to agencies when necessary.
8. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
 9. Work closely with the board of trustees to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
 10. Report regularly to the board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
 11. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
 12. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
 13. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Northern Ireland Raspberry Jam.
 14. Carry out training sessions for new volunteers to provide them with the knowledge of Northern Ireland Raspberry Jam's safeguarding procedures.
 15. Work flexibly as may be required and carry out any other reasonable duties.

The board of trustees will appoint a Designated Safeguarding Officer from among its members or, if necessary, from outside the board. The appointment is subject to satisfactory vetting checks

Review

This policy will be reviewed annually or in response to any significant changes in the safeguarding legislation.

For further guidance, contact the Designated Safeguarding Officer (DSO).