

ROLE DESCRIPTION

Designated Safeguarding Officer Bracknell Forest u3a (BFu3a) and Deputy (the Chair of the Committee)

Core Tasks

- Assist BFu3a to identify areas for development to ensure a safe and welcoming environment for members.
- Be the first point of contact for BFu3a for any issue concerning the safeguarding of members at risk, poor practice and potential or alleged abuse and respond in a timely manner.
- Ensure that all incidents and concerns are dealt with in accordance with Safeguarding policy guidelines and undertake a risk assessment, working in collaboration with the Deputy Designated Safeguarding Officer.
- Maintain contact details for support agencies and liaise with them, ensuring they have access to all necessary information to make sound judgements and decisions about a vulnerable member's welfare.
- Ensure that a vulnerable member who is a victim of abuse is supported appropriately and sensitively and that all necessary actions are carried out.
- Advise on safeguarding issues and advise the BFu3a Committee as appropriate.
- Maintain accurate, confidential and up-to-date documentation and provide reports where required in line with Safeguarding policy guidelines.
- Maintain confidentiality at all times and ensure appropriate confidentiality is maintained by members during safeguarding processes.
- Prepare and carry out a comprehensive handover to a new incumbent when appointed.