Handout 1: Roles and Responsibilities

Keeping Children Safe
Setting tough international child safeguarding standards

You have four categories:

- MANAGER
- ROLE SPECIFIC (e.g. this might be a HR officer or programme officer)
- CHILD SAFEGUARDING FOCAL POINT
- EVERYBODY

Please, go through the roles and responsibilities table below and identify/assign roles and responsibilities for safeguarding for each of the categories.

You need decide and assign each responsibility to the categories. Each responsibility goes to just one category. Put the relevant category in each of the cells in the table.

Become familiar with the child safeguarding policy EVERYONE	Be vigilant EVERYONE	Ensure child safeguarding policy is implemented MANAGER
Display and encourage an open/aware culture for all EVERYONE	Managing all aspects of reporting and responding to incidents MANAGER	Providing advice on safeguarding to colleagues FOCAL POINT
Ensuring all new staff have police/background checks done ROLE SPECIFIC/HR	Carrying out risk assessments for an activity /Event involving children ROLE SPECIFIC ROGRAMME / PROJECT MANAGER	Be aware of abuse and risks to children EVERYONE
Prevent abuse/ protect children EVERYONE	Promote good practice & challenge poor practice EVERYONE	Address staff concerns around child safeguarding FOCAL POINT
Carrying out learning events FOCAL POINT	Overall coordination of safeguarding developments FOCAL POINT	Checking that images of children do not breach the child safeguarding policy ROLE SPECIFIC
Building assessment of	Abide by the Code	

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child safeguarding risks into project development ROLE SPECIFIC	of Conduct EVERYONE	Report concerns EVERYONE
Enforce Code of Conduct and monitor adherence to it MANAGER	Oversee the implementation of the child safeguarding policy and regularly monitor implementation MANAGER	International and Regional Networking FOCAL POINT
Children are informed of complaints procedures and how to report any concerns/misconduct EVERYONE	Assessing prospective partners to determine whether or not they have contact with, or impact upon, children ROLE SPECIFIC/ FOCAL POINT	IT systems are monitored to ensure usage does not breach the child safeguarding policy ROLE SPECIFIC