

Handout 1: Roles and Responsibilities

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

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