**Safeguarding Focal Points: Defining Your Role**

Identifying the key elements of your safeguarding role will vary considerably according to the size, activities, and structure of your organisation. Which of the following activities do you expect to be carrying out/be responsible for? If not you, who will be? (e.g. external trainers; board member; partner organisation…) Are some activities not relevant? Are there some missing?

|  | MITIGATION |
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| ⎷ | Activity |
|  | Developing/reviewing safeguarding policy |
|  | Developing/reviewing associated policies |
|  | Conducting safeguarding review & drafting plans of action |
|  | Overseeing/completing Safeguarding Risk Register &/or Risk Assessments  |
|  | Research in-country context including legislation, policy key safeguarding issues |
|  | Vetting and vetting procedures for recruitment of: staff/board/volunteersa) UK b) Overseas |
|  | Designing/facilitating training for: a) board b) UK staff c) overseas partner/staff d) overseas beneficiariese) volunteers |
|  | Developing materials for Safeguarding awareness raising amongst a) staff/volunteersb) for beneficiaries |
|  | Providing ongoing Safeguarding guidance & advice (capacity building) to a) staff/volunteersb) partner organisations |
|  | Keeping up to date with safeguarding developments & legislation in the wider sector |
|  | Promoting the Safeguarding agenda throughout the organisation |
|  | Representing your organisation in safeguarding related events/networks in the wider sector |
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|  | REPORTING |
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| ⎷ | Activity |
|  | Liaising with partner on Safeguarding incidents which arise |
|  | Receiving reports of safeguarding issues & leading on following procedures |
|  | Keeping a log of Safeguarding incidents |
|  | Internal reporting on issues e.g. to board; to staff |
|  | External reporting on issues e.g. to OSCR, to partners, funders |
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|  | INVESTIGATION & follow up |
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| ⎷ | Activity |
|  | Carrying out an internal investigation / review, in light of a safeguarding incident |
|  | Coordinating any follow up guidance/advice/other services for those involved, post incidents |
|  | Offering support & advice to individuals post incidents |
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