

ROLES AND RESPONSIBILITIES OF SAFEGUARDING FOCAL POINT PERSONS.

The role of the safeguarding focal point (SGF) is critical to an environment where children, Youths and vulnerable adults of all ages and abilities can safely use TIV spaces. The roles of the SGF are as follows;

- Acting as the focal point (first point of contact) and taking the lead on safeguarding within the organization;
- Ensuring safeguarding training is given to staff, office space members in the respective dominions and others;
- Ensuring staff, office space members and others are aware of the TIV's safeguarding policy and their responsibilities under it and that the policy is accessible;
- Advising and supporting staff and partners in the implementation of the safeguarding policy and processes;
- Carrying out risk assessments, or supporting others in completing them, when required;
- Ensuring that events, practices and activities take constant and regular account of safeguarding measures;
- Mapping out and establishing partnerships with local authorities and civil society organizations with expertise in child welfare, health and law enforcement, so that information is available if an incident occurs or external advice is needed;
- Acting as the first point of contact if incidents of abuse arise, and escalating concerns to the Safeguarding Guild and local authorities where appropriate;
- Participating in safeguarding training, as required;
- Keeping an accurate record of any incidents;
- Maintaining the safeguarding implementation plan and producing an annual progress report, as requested;
- Advising and representing the organization in matters relating to safeguarding.