

Terms of Reference

Safeguarding Focal Point Role and Responsibilities

Role/ Purpose

Coordinate, support and advise on the development of the organisation's Safeguarding policy and practices.

Key Responsibilities

Internal

1. Lead awareness raising about the organisation's safeguarding measures including Code of Conduct. Provide relevant support to staff and volunteers.
2. Work with all staff to ensure safeguarding is integrated into all activities/services and budgeted for in proposals for funding.
3. Work with staff to include safeguarding objectives in performance appraisals.
4. Lead safeguarding risk assessments and develop mitigation measures.

Safeguarding report management

5. Map services and develop referral pathways in collaboration with other organisations.
6. Promote the participation of refugee populations so they are aware of the organisation's Code of Conduct, of their right to protection and clarity about how to report a concern
7. about safeguarding. Ensure complaints mechanisms are accessible to refugees.
8. Receive and safely document, respond to and provide referral to safeguarding reports. Plan and support any investigation. Monitor progress of all cases.

Recruitment

9. Collaborate with human resources to ensure recruitment processes adhere to safeguarding standards. This includes ensuring job adverts include a safeguarding commitment statement, ensuring knowledge and attitudes about safeguarding are assessed during interviews, ensuring background checks include questions about safeguarding, and that training is provided to all staff and volunteers on safeguarding measures.

Communications and external engagement

10. Work with the communications and media team to ensure communication materials do not carry identifiable information and uphold the dignity and respect of those sharing their stories. Participants must sign an informed consent form prior to sharing their stories.
11. Document and share best practice on safeguarding.
12. Network with safeguarding focal points of other organisations.

Monitoring and reporting

13. Ensure monitoring and evaluation activities include safeguarding indicators. Work with managers and staff developing these tools.
14. Coordinate regular reports to senior management on the implementation of safeguarding.

Competencies

Strategy/decision making

- Strategic thinker/planner who can take an overview of safeguarding and develop strategies and plans for strengthening the organisation's safeguarding measures.
- Confident in making appropriate decisions with particular attention paid to the sensitivity of the subject.
- Able to gather and analyse information from across an organisation to inform strategy and decisions.
- Maintains confidentiality in information management, and communication, as appropriate.

Capacity building

- Skilled in analysing capacity building needs and designing and delivering a range of capacity building interventions.
- Access to, or able to develop, a range of child and adult safeguarding tools and resources.
- Can support others in capacity building on safeguarding with refugee populations, including consultations on community friendly reporting mechanisms.
- Ability to present information to senior management in a manner that enables them to take decisions.
- Persuasive in arguments for organisational change, drawing on evidence and examples