

Safeguarding Lead Description

At events, meetings, or activities where under 18's or adults-at-risk are (or could be) attending, a safeguarding lead should be present.

The responsibility of the safeguarding lead is to ensure a safe environment is created, and to respond to and manage any safeguarding incident which occur or escalate any allegations or concerns raised.

The organisation's safeguarding lead is the Safeguarding Manager, and any incidents should be escalated to them as soon as possible and by the following working day via safeguarding@amnesty.org.uk.

You may also need a safeguarding lead generally in a network to ensure that all other members know who to escalate to if a concern arises outside of an event or meeting, in general communications.

The person taking on the role of safeguarding lead should...

- Know the AIUK safeguarding policy and procedure
- Have done the mandated safeguarding training
- Have a criminal record check, in line with the criminal record checks policy, if for an ongoing project or group

Responsibilities:

- Be aware of and contribute to the pre-event planning/risk assessment
 - o Making sure to record Local Authority social services numbers
- Ensure safe practices throughout the event
 - o Adults aren't 1:1 with young people
 - o Safe drop off and collection is arranged and carried out
 - o Be aware of travel arrangements for under 16s
- If relevant, ensure an appropriate event level of security at the venue to prevent both unauthorised persons gaining access and participants going missing.
- Be known by other organisers as the safeguarding lead, i.e. the person they should report to if there is a concern – make role known in any briefings
- Receive, respond to and manage any safeguarding issues that arise at or following the event
- Immediately escalate any serious and urgent concerns
- Report any concerns to the relevant authorities and AIUK Safeguarding Manager
- Be responsible for storing and retaining information in a safe, secure way – consent forms, parent/carer contact details, health details.