

Volunteer Local Safeguarding Officer (LSO):

Role Description and Person Specification

Safeguarding is everyone's responsibility and the University of York is committed to providing a safe environment for **children and young people under 18 and adults at risk** who may be present on campus or engaged in University activities, including online.

Role summary

A member of staff who is able to recognise concerns and escalate to the University of York community when faced with Safeguarding concerns. To be a point of contact in Faculties/Directorates for staff and students to seek advice, and to be signposted to reporting mechanisms. To support an individual who is at risk of harm or neglect, provide reassurance, promote and support the safety of the individual, and to keep detailed, accurate and secure records of the concern. In accordance with the University policy and procedure, making referrals to the Deputy Designated Safeguarding Lead when required.

Responsibilities

- To be the point of contact for Safeguarding enquiries in Faculties/Department
- To confidently handle being the initial point of contact for an adult at risk or young person in emotional distress.
- To know and take appropriate action when a child, young person or an at risk adult appears to be a danger to themselves or others.
- Through active listening, give reassurance and support an individual, who is concerned about themselves or another person.
- The ability to take note of a detailed discussion after it has taken place in a confidential manner, some details may be distressing to hear.
- Liaise with your Deputy Designated Safeguarding Officer (DDSL) on matters of safety and safeguarding.
- To make sure all staff and volunteers are aware of and understand fully their statutory responsibilities with respect to Safeguarding in a university setting.
- To attend training provided and keep up to date on Safeguarding matters.

Person Specification

- You must be an employee of the University of York with a contract of at least 24 months duration
- You must be a good listener and have good communication and interpersonal skills
- You must have the ability to build trust and put people at ease



- You must be able to know and respect the boundaries of your ability - know where your role starts and ends
- You must be able to show resilience, empathy, patience and sensitivity
- You must respect individuals' ability and right to make their own decisions
- You must be able to work with people from all backgrounds
- You must be aware of your own views, beliefs and opinions as to not delay or stop you from taking action
- You must have an awareness of confidentiality issues

Please note this is an unpaid role. Managers will need to agree to support your application and commit to allowing you time within your normal working hours to attend training, network meetings and to carry out the duties. Time commitment is not expected to exceed 5 hours per month.