



Role description:

Ru3a Safeguarding Officer and Equality Officer

1. Role summary

A Safeguarding and Equalities Officer promotes well-being, prevents harm, and ensures equality and fairness within an organisation, while also addressing and responding to safeguarding concerns and discrimination.

2. Main responsibilities

2.1 Safeguarding

- **Protecting vulnerable individuals:**

Safeguarding officers play a crucial role in protecting vulnerable individuals, including: adults at risk, and those with disabilities, from: abuse, neglect, and other forms of harm. They will understand the clear distinction between what is Safeguarding of someone vulnerable and what falls under the code of conduct.

- **Identifying and responding to concerns:**

They are responsible for identifying potential safeguarding issues, investigating concerns, and taking appropriate action to ensure the safety and well-being of those at risk.

- **Developing and implementing policies:**

They contribute to the development and implementation of safeguarding policies and procedures to create a safe environment for everyone.

- **Training and awareness:**

They provide training and raise awareness among staff and other stakeholders about safeguarding issues and their responsibilities.

- **Liaising with external agencies:**

They liaise with relevant agencies, such as social services and the police, to ensure effective collaboration in safeguarding matters. A list of appropriate contacts will be maintained and kept up to date

- Work with an assistant to create a Deputy for the purpose of succession planning





2.2 Equalities:

- **Promoting equality and diversity:**

Equalities officers work to ensure that all individuals are treated fairly and with respect, regardless of their protected characteristics as per Gov.uk

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

- **Identifying and addressing discrimination:**

They identify and address instances of discrimination, harassment, and other forms of unfair treatment.

- **Developing and implementing equality policies:**

They contribute to the development and implementation of equality and diversity policies and procedures That promote inclusion wherever possible.

- **Monitoring and evaluation:**

They monitor and evaluate the effectiveness of equality and diversity initiatives and make recommendations for improvement.

- **Training and awareness:**

They provide training and raise awareness among staff and other stakeholders about equality and diversity issues.

3 On completion

- To carry out a comprehensive handover to the new Safeguarding and Equalities Officer

u3a	Role Description – Safeguarding and Equalities Officer		Rotherham u3a
Version	Description of changes	Date	Review Date
0.1	Document created for peer review	021/05/2025	Draft
1.0	Adopted and minuted at Trustee Meeting	06/06/2025	Apr 2028

