



## The Royal Scottish Pipe Band Association

### The Role of the R.S.P.B.A. Safeguarding Officer

The Chief Executive of the RSPBA or his designated officer is identified as the RSPBA Safeguarding Officer.

The Safeguarding Officer will be responsible for:

- Advising the RSPBA Board of Directors on safeguarding training needs and other associated matters
- Monitoring the implementation of the RSPBA Safeguarding Policies and Procedures and specifically to inform Social Services/Police Scotland of any concerns about a child or adult at risk.
- Ensuring that any referral made by telephone is confirmed in writing and any documentation relating to concerns is passed to Social Services or Police Scotland in accordance with the **RSPBA's Safeguarding Reporting Procedures**.
- Securing the safekeeping of any case material in accordance with the **RSPBA's Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information** and keeping the RSPBA Board of Directors apprised of any developments.
- Acting as source of advice and assistance on safeguarding matters in the RSPBA
- Maintaining appropriate lines of communication with RSPBA Branches and Bands around matters relating to training, information, advice and guidance and implementation of appropriate safeguarding Policies and Procedures.

**The RSPBA recommends that each Branch/Band appoints a designated person who can refer to the RSPBA Safeguarding Officer in matters relating to protecting children or adults at risk.**