

**Job Title** : **Safeguarding Officer**  
**Department** : **Programmes**  
**Location** : **Delhi/NCR**  
**Direct reporting to** : **Lead Family Reintegration and Child Safeguarding**  
**Functional reporting to** : **Lead Family Reintegration and Child Safeguarding**  
**Responsible for** : **No reporting team member.**

Railway Children (RC) is an international not for profit organization, established in UK and working in India since 1996. RC has worked at more than **35 railway stations** and **reunified more than 100,000 children** (found alone and at risk) with their respective families. RC has played a significant role in the **development of the first ever Government Guidelines on protecting Children in Contact with the Railways**. Subsequently, it was also involved in the process of **developing Standard Operating Procedure (SoP) on child protection for the Indian Railways (2015)**. Railway Children India was established as a **Section 8 not for profit Indian company in 2013 to scale and sustain the impact of RC's work in India**. Railway Children India's (RCI) vision is **"a world where no child ever has to live on the street"**.

RCI aims to transform India's railway stations into **child-friendly spaces** to protect every child arriving or passing by the station alone. At the **community** level, we work to create a safety net within the community, so that none of the children fall out of the safety net and become vulnerable. We also work at the **Government** level to strengthen systems and structures; key to ensuring long-term and sustainable changes. An integral part of our work is capacity-building the station community and railway officials on the issues faced by children, and how to respond to their needs. RCI currently works at 3 railway stations and 1 bus terminal. We are also working with children living across 7 slum communities of Delhi and NCR settled around transport terminals. Our work protects around 4000 children every year.

### **Job Purpose:**

Railway Children India (RCI) is seeking a committed Child Safeguarding Officer who is passionate about ensuring the safety and protection of children involved in its programmes. Reporting directly to the Lead Family Reintegration and Child Safeguarding, the Safeguarding Officer will play a pivotal role in implementing and monitoring child safeguarding measures across the organization. The incumbent will be responsible for conducting risk assessments and providing training and support to staff members and partners to uphold the highest standards of child safeguarding.

### **Roles and Responsibilities:**

The Safeguarding Officer at Railway Children India (RCI) collaborates closely with the Lead Family Reintegration and Child Safeguarding to ensure child safeguarding practices and procedures across all programmes. They implement robust safeguarding procedures and design training programmes for staff, volunteers, and partners. The Officer maintains incident records in coordination with the Lead, ensuring confidentiality. Additionally, they monitor compliance through audits to uphold safeguarding policies effectively.

## Key Functions:

### Overall RCI child safeguarding:

- Work closely with the Lead Family Reintegration and Child Safeguarding to ensure safeguarding practices and procedures across all programmes.
- Collaborate with the Lead Family Reintegration and Child Safeguarding to develop, review, and implement safeguarding policy and procedures in line with RCI's commitment to child safeguarding.
- Ensure that safeguarding policy is effectively communicated to all staff members, volunteers, and partners.
- Conduct regular risk assessments to identify potential threats to children within RCI's programme activities.
- Develop and implement risk management strategies to mitigate identified risks and create safe environment for children.
- Design and deliver comprehensive training programmes on child safeguarding for staff members, volunteers, and stakeholders, emphasizing the importance of identifying and responding to safeguarding concerns.
- Provide ongoing support and guidance to ensure that staff members have the necessary knowledge and skills to implement safeguarding policies effectively.
- Coordinate the response to child safeguarding incidents reported in guidance with the Lead Family Reintegration and Child Safeguarding to reported safeguarding incidents, providing support to teams, and maintain accurate records.
- Conduct field visits to address reported safeguarding concerns.
- Build and maintain partnerships with relevant government agencies, NGOs, and other stakeholders working in the field of child protection.
- Collaborate with stakeholders to develop and implement effective strategies for safeguarding children.
- Engage with community groups – children and parents to raise awareness about safeguarding and child protection issues and promote the importance of safeguarding measures at the grassroots level.

### Response to serious safeguarding concern within family reintegration work:

- Provide advise, guidance and support to the family reintegration team on any safeguarding related matter.
- Respond to the serious safeguarding concerns reported by the family reintegration team.
- Determine what response is necessary to address a safeguarding concern about a child.
- Refer cases of suspected abuse or allegations to concerned legal authorities.
- Record all relevant information on appropriate formats/ Templates
- Anticipate next steps when receiving a complaint, follow up with the Child Protection Inquiry Committee for the appropriate actions to be taken.

## General duties

- Uphold and work within Railway Children India's policies and procedures.
- Conduct yourself in accordance with Railway Children India's Child Safeguarding Policy and Code of Conduct in professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness across the organization and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

## Job Specification

### Qualifications

- A master's degree in social sciences or equivalent.
- Minimum of 4-5 years of relevant experience, with a focus on child rights and protection.
- Good understanding of the national and international child rights legal frameworks.
- Previous experience specifically in child protection and safeguarding is required.
- Demonstrated capability to manage multiple tasks efficiently.
- Solid understanding of child protection issues.
- Sensitivity to the rights of children, particularly regarding child protection and gender issues.
- Ability to work independently and collaboratively as part of a team.
- Strong interpersonal and communication skills for effective stakeholder engagement.
- Capacity to maintain composure and perform effectively under pressure.
- Willingness to undertake extensive fieldwork as required.

### Compensation offered:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

### Expected attitude:

- Commitment towards working on the cause of children in difficult circumstances.
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life, which includes reporting suspicions of child abuse or any breach of these policies.

### Job Reference: 'Safeguarding Officer \_RCI'

**To Apply:**

The eligible candidates may send their application along with a cover letter at [@contact@railwaychildren.org.in](mailto:contact@railwaychildren.org.in) by mentioning the Job title above. Please mention 'Job reference' in the subject line of the application. Applications received without correct subject lines will not be reviewed.

At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us through our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.

Due to a high volume of applicants, only those found suitable for the role will be contacted.