

Lead Trustee for Safeguarding

Sample Role Description

While safeguarding is the shared responsibility of all Trustees, this role provides support and guidance to the Board, Chief Executive Officer (CEO), and Leadership Team on this priority to ensure that appropriate and effective governance is in place.

In addition to the responsibilities for all Trustees, this role has the following additional responsibilities:

Strategic

- Consider ORGANISATION NAME strategic plans and make sure they reflect safeguarding legislation, statutory and best practice guidance, and the safeguarding expectations of the Charity Commission.
- Work with the CEO and Safeguarding Leads regularly to review whether the measures the organisation has put in place are creating a safer culture and keeping people safe.
- Check the organisation's risk register reflects safeguarding risks properly and plans appropriate measures to address these risks.
- Ensure that safeguarding is regularly on the agenda for Board meetings, present safeguarding reports as required, and help trustees to understand and challenge as appropriate.

Effective policy and practice

- Ensure the safeguarding policies and procedures are reviewed at least once every 3 years (or sooner if there are changes in practice or legislation, or where there is a change in the organisation's operational procedures), and that this is reported to trustees.
- Understand the monitoring of the effectiveness of policies and procedures, and that ORGANISATION NAME uses information and feedback to review and learn from safeguarding cases.
- Be a point of contact for staff or volunteers if someone wishes to discuss a lack of action in relation to safeguarding or whistleblowing concerns.

Creating the right culture

- Champion safeguarding throughout ORGANISATION NAME.
- Establish and build a strong, effective, and constructive working relationship with CEO, Safeguarding Leads, and Leadership Team.
- Attend relevant safeguarding training/events.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Work with the CEO and Safeguarding Leads to provide support on serious safeguarding cases as appropriate.
- Ensure effective communication takes place across the organisation in relation to safeguarding issues, including ensuring regular updates for staff and volunteers.

Support from the Chair

The chair should make sure that the lead trustee for safeguarding either has the required knowledge, skills, and experience or is supported to develop these.