

# Lead Safeguarding Trustee

## Role Description



**Role:** Lead Safeguarding Trustee – (Volunteer)

**Location:** Remote meetings and various location

**Commitment:** Volunteer hours are flexible and negotiable. A commitment of a 2 hours per week.

### Terms of office

- The Lead Safeguarding Trustee is an important role with a minimum commitment of 1 year.
- Trustees board members are appointed without a limit on the time they wish to stand.
- All trustees are nominated and voted onto the board by trustees and members.
- Trustees agree to abide by the FTS governing document and ensure that all procedures run in accordance with these articles of association.
- All appointed trustees automatically become directors of FTS due to the organisation being a company limited by guarantee as well as a charity.
- All new trustees sign a declaration of eligibility stating that they are willing and able to act as a trustee, agreeing to follow legislation and guidance from the Charity Commission.
- This is a voluntary position, but reasonable expenses are reimbursed.

### About Us:

At Families Together Suffolk (FTS) we believe that children and families deserve the best start in life, to have choices and chances to live the best lives they can. We offer support through home visiting volunteers; family groups and workshops and we aim to help families through the barriers that they may face. Our services and projects are dedicated to making a positive difference to the lives of children, families and community.

### Purpose of the Role:

The lead trustee for safeguarding is member of the Families Together Suffolk board of trustees who has the skills, experience and confidence in the area of safeguarding or who is willing to undertake the necessary training to gain the knowledge and skills required to undertake the role. The role and responsibilities of the lead safeguarding trustee are described below.

Board members have a collective responsibility. This means that trustees act as a group and not as individuals. As a small charity, there will be times when the trustees will need to be actively involved beyond board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

The safeguarding of children and adults at risk of harm is the responsibility of everyone at Families Together Suffolk and is central to our charitable objectives.

### Lead Safeguarding Trustee

There are three main sets of duties for the lead safeguarding trustee in addition to their wider responsibilities as a trustee.

1.Strategic

- Ensure Families Together Suffolk strategic plans reflect safeguarding legislation and regulations specific to our activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the management and designated safeguarding lead regularly to review whether the things 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 sensible measures to take, including relevant insurance for trustees liability.
- Ensure organisational readiness for external inspections and that we respond to any reports.
- Make sure there is space on the board and committee agendas for safeguarding reports and help trustees understand and challenge those reports.

## 2. Effective policy and practice

- Make sure there is an annual review of safeguarding policies, procedures and practice which is reported to the board.
- Understand how safeguarding practice is monitored to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) when they're needed.
- Learn from case reviews locally and nationally, to improve FTS approach to safeguarding.
- Oversee safeguarding allegations against staff or volunteers, together with management and designated safeguarding lead.
- Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

## 3. Creating the right culture

- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding on the ground.
- Work with the chair, management, designated safeguarding lead and communications team to manage all serious safeguarding cases.
- Support regular safeguarding updates for staff, volunteers and beneficiaries.
- Make sure you have ways of gathering the views of staff and volunteers in relation to safeguarding and sharing these with the board.

### **Support from the chair**

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

- Making sure the lead safeguarding trustee is allocated enough time at meetings to provide full and detailed reports on safeguarding.
- Encouraging the lead trustee to take part in local and national partnerships that can help you keep up to date with safeguarding messages, trends and priorities.

The Safeguarding Trustee acts as a lead for safeguarding within FTS however all trustees have a duty and responsibility to oversee and promote safeguarding policy and procedure within the organisation.

### **Responsibilities of all trustees:**

- The main duty of a charity trustee is to ensure that all activities and services provided are in pursuit of the charitable objects of FTS.
- Support and provide advice on FTS purpose, vision, goals and activities.
- Approve and contribute to strategy and policy, monitoring and evaluating their implementation.
- Oversee FTS financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve FTS financial statements.
- Provide support to management team in the exercise of their delegated authority and affairs.
- Keep abreast of changes in FTS external operating environment.
- Contribute to regular reviews of FTS own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect FTS interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of FTS objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

### **What we are looking for:**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

### **Personal skills and qualities:**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to values of the FTS charity.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **What we offer trustees:**

- Induction training that is specific to the role of a trustee.
- You will receive safeguarding training specific to the role.
- Ongoing support and training.
- An opportunity to develop new skills and meet new people.
- The chance to make a meaningful difference in your community.
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### **How to apply**

- Please make contact with: Angela Dennis (Charity Manager) [anglea@famiestogethersuffolk.org.uk](mailto:anglea@famiestogethersuffolk.org.uk)

If you have any questions about volunteering opportunities with Families Together Suffolk or need some help with your application, please get in touch with Andy on 07936 913929 or 01379678552 or email via [andy@famiestogethersuffolk.org.uk](mailto:andy@famiestogethersuffolk.org.uk)