

Role Description:

Lead Trustee for Safeguarding

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1. Role purpose

The purpose of the role is to support the Charity to create a safe and welcoming environment, where everyone is respected and valued. It's about making sure Christ Church London is run in a way that actively prevents harm, harassment, bullying, abuse and neglect; and to ensure that the charity is ready to respond safely and well if there is a problem.

2. Principal responsibilities

The lead trustee for safeguarding takes on the following duties in addition to their wider responsibilities as a trustee.

Strategic leadership

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, any regulations specific to our activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the Senior Leader 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.
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

Effective policy and practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Understand the monitoring activity to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) as needed.
- Learn from case reviews locally and nationally, to improve the organisation's policies, procedures and practices.
- Oversee safeguarding allegations against staff or volunteers, together with the Senior Leader 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.

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, Senior Leader, designated safeguarding lead and communications team in order 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.

3. Time commitment

The individual will:

- Have regular meetings with the designated safeguarding lead [8 hours per annum]
- Provide advice and guidance to the Senior Leader and/or the designated safeguarding lead in the development of strategies on an ad-hoc basis to achieve the above results [10 hours per annum]

Total time commitment: 18 hours per annum.

4. Reporting to

Chair of Board of Trustees

5. Term of Office

The role shall be performed by a serving trustee and be appointed by the trustees for a term of three years, this may be renewable, until they cease to be a trustee.

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