

# SAFEGUARDING LEAD TRUSTEE

Vacancy | March 2023



## SAFEGUARDING LEAD TRUSTEE ROLE DESCRIPTION

ROLE DESCRIPTION
Role: Forces Children Scotland Safeguarding Lead Trustee
Accountable to: Chair of Trustees
Date: 13/03/23
Role Purpose:
<p>Providing strategic direction and ensuring the effective governance of Forces Children Scotland through monitoring progress and achievement against the organisation's values and agreed strategic plan; ensuring appropriate staff are in place to manage its day-to-day operations; delegating powers to staff to enable the efficient operation of Forces Children Scotland; and ensuring all regulatory and statutory requirements are met.</p> <p>In addition to general Trustee responsibilities, the Safeguarding Trustee has specific responsibility for providing advice, support and governance regarding safeguarding issues for the charity. The safeguarding trustee should, specifically, have knowledge of the areas below and be acquainted with the <a href="#">OSCR Safeguarding Guidance: Keeping Vulnerable Beneficiaries safe</a> and the <a href="#">Top Ten Practical Safeguarding Steps</a>.</p> <ul style="list-style-type: none"><li>• The role voluntary organisations have in safeguarding.</li><li>• The responsibilities Trustees have regarding Safeguarding.</li><li>• Types of abuse and harm.</li><li>• Legislation, government guidance and national frameworks for safeguarding children and adults at risk.</li><li>• Role and responsibilities of local key safeguarding agencies, including social services and the police.</li><li>• Local social services processes for the assessment and referral of safeguarding concerns.</li><li>• Local and national agencies that provide support for children, adults and their families.</li></ul>
General Outline of Trustee role:
<ol style="list-style-type: none"><li>1. Formal/corporate governance role<ul style="list-style-type: none"><li>• Attending regular board meetings.</li><li>• Monitoring progress/results.</li><li>• Monitoring financial position, results and agreeing budgets.</li><li>• Agreeing and signing key contracts/documents.</li><li>• Dealing with various approvals outside the delegated authority of the staff.</li><li>• Participating in BoT meetings and short life working groups as appropriate.</li></ul></li></ol>

Forces Children Scotland (formerly known as Royal Caledonian Education Trust)  
Scottish Charity Number: SCO38722

Registered Address: C/O The Melting Pot| 15 Calton Road | Edinburgh | EH8 8DL

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- Assisting with operational matters where impartial/trustee input or specialist skills and experience are necessary or helpful, e.g. joining a selection panel for senior recruitment, or advising on professional matters.
  - Using any specific knowledge or experience to help the staff reach sound decisions. This will involve scrutinising board papers, leading discussions, focussing on key issues and providing advice and guidance requested by Forces Children Scotland on new initiatives, or other issues relevant to the area of Forces Children Scotland's work in which the Trustee has specialist expertise.
2. The strategic role
- Providing strategic directions.
  - Proposing new initiatives.
  - Participating in strategy seminars and developmental working groups.
  - Monitoring achievement of strategic goals.
  - Influencing long term direction and sustainability.
3. The representative role
- Representing Forces Children Scotland at appropriate and relevant events.
  - Accompanying operational team members in meetings with partner, purchaser or finance/grant body executives to help develop relationships and explore ways of working together.
  - Representing and advocating for Forces Children Scotland within your own professional network.

## Safeguarding specifics

- Liaise with the CEO, and other staff and/or volunteers as necessary, to ensure compliance with national and local legislation.
- Make fellow trustees aware of their safeguarding obligations and take a lead in interpreting safeguarding data to them.
- Acting as point of contact for any safeguarding issues regarding CEO or Trustees.
- Leading on any wider charity safeguarding tasks.
- Working with the CEO, regularly report the safeguarding position at board meetings.
- Oversee the timely production of an annual safeguarding report and its representation to the Board of Trustees.
- Ensure proper safeguarding processes and procedures are followed with a log of incidents maintained.

## Knowledge, skills and qualities required:

- Active, or recently active, in a role related to the safeguarding of vulnerable children and young people.

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- Commitment to Forces Children Scotland.
- Willingness and ability to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship .
- Ability to work effectively as a member of a team.
- Experience of charity finance and fundraising.
- The skills to analyse proposals and examine their financial consequences.
- Preparedness to make unpopular recommendations to the Board.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

## Beyond traditional skills:

As well as the above the Nolan Committee identified seven principles of public life that should guide public figures:

- Selflessness.
- Openness.
- Integrity.
- Honesty.
- Objectivity.
- Leadership.
- Accountability.

## Teamwork:

Trustees should also have qualities that enable them to work in a consensual manner:

- Sense of leadership.
- Sense of duty.
- Ability to exercise good judgement.
- Ability to be open minded when seeking solutions.
- Ability to balance tact with candour.
- Preparedness to work collectively.

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## BOARD OF TRUSTEES APPLICATION

(PLEASE INDICATE WHICH TRUSTEE ROLE YOU ARE APPLYING FOR: TRUSTEE OR SAFEGUARDING LEAD TRUSTEE)

Name:
Address for correspondence:
Postcode:
Telephone numbers Day: Evening: Mobile:
Email address:
<b>PERSONAL HISTORY AND EXPERIENCE</b> Briefly summarise relevant personal history and experience, e.g. employment and voluntary history, other relevant background information. Continue on a separate sheet if necessary.

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With reference to the information you have received about Forces Children Scotland - particularly the trustee specification and skills for a trustee - what relevant knowledge, skills and abilities would you bring to the role? Please be specific about examples.

As a trustee in what ways would you hope to progress Forces Children Scotland's vision, and mission?

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Why does this role interest you?

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The experience of volunteering should also give something back to the volunteer. What would you hope to gain from your trusteeship?

Do you know of any reason which may prevent you from becoming a company director or charity trustee (e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty, or previous removal as a charity trustee on these grounds)?

Yes/No (please delete as appropriate)

If 'yes', please give details

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## CHARITIES AND TRUSTEE INVESTMENT (SCOTLAND) ACT 2005

### DECLARATION

Under section 69 of the Charities and Trustee Investment (Scotland) Act 2005, certain person are unable to be elected to the post of trustee. These are:

- a) Anyone convicted of an offence involving dishonesty or an offence under the Act, which conviction is not spent by virtue of the Rehabilitation of Offenders Act 1974.
- b) An undischarged bankrupt
- c) Anyone removed from serving as a charity trustee or from being in management or control of a charity under the Law Reform (Miscellaneous Provision) Scotland Act 1990; by the Charity Commission of England and Wales; or by the English courts
- d) A person disqualified from serving as a company director

Disqualification is automatic under the Act and acting whilst disqualified is an offence which carries penalties. If you consider that any of these may apply to you please discuss with the Chair who will seek further clarification if necessary.

I declare that I know of no reason why I cannot be elected to the post of Trustee. I declare that I have read The Charity Commission Guidance for Charity Trustees publication. <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

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