

Role Description: Lead Trustee for Safeguarding

Norwich Diocesan Board of Finance Ltd. (NDBF)

Role Title: Lead Trustee for Safeguarding

Responsible to: Chair of Trustees of NDBF (in consultation with the Bishop of Norwich)

Purpose of the Role:

- To support high standards in safeguarding governance, being a focal point for trustee involvement in matters of safeguarding concern and regulatory contact.
- To support understanding of trustees' responsibilities as charity trustees including assurance that the organisation meets its legal and ethical responsibilities in relation to safeguarding
- To support the Bishop's Council of Trustees to embed a culture of safety, accountability, and care, in line with the Church of England's safeguarding policies.

Key Responsibilities:

Governance & Oversight

- As a member of the Diocesan Safeguarding Advisory Panel, lead assurance activity for trustees regarding compliance with safeguarding legislation, statutory guidance, and the Church of England's safeguarding framework.
- Champion safeguarding at board level, ensuring it is integral to all strategic and operational decisions.
- Champion the development of a healthy safeguarding culture within the BCT, NDBF and wider Diocese.
- Oversee the regular governance review of safeguarding policies and procedures, including safer recruitment in governance positions.

Support & Accountability

- Act as a critical friend to staff, offering support and challenge.
- Work with the Governance Officer to monitor that trustees undertake timely and appropriate safeguarding training and DBS checks.
- Receive and review safeguarding reports for trustees to aid effective consideration of safeguarding matters.
- Lead the trustee sub-group reviewing potential NDBF Reports of Serious Incidents to the Charity Commission and be a part of determining whether reports are made.

Engagement

- Act as a secure communication channel between formal BCT meetings, activated specifically when the DSO determines that a safeguarding issue or risk requires trustee awareness.
- Serve as a collaborative link between the BCT and the Diocesan Safeguarding Advisory Panel (DSAP) through the Independent Chair
- Liaise with the Bishop's Lead for Safeguarding to ensure effective alignment
- Represent the charity in safeguarding matters with regulators, funders, and external partners as required.
- Encourage transparency and accountability in safeguarding reporting and disclosures.

Key relationships:

- Diocesan Safeguarding Officer
- Lead Bishop for Safeguarding
- Independent Chair of the Diocesan Safeguarding Advisory Panel
- Diocesan Secretary
- Chair of the Trustees of NDBF and other trustees (including the Bishop of Norwich)

Role boundaries: This is strictly an assurance role and is not operational. The Lead Trustee will not be involved in the operational management, investigation, or decision-making of live safeguarding cases, which remains the remit of the professional Diocesan Safeguarding Team.

Time Commitment: In addition to the normal time commitment of a member of the Bishop's Council of Trustees, approximately 4 hours per month.

Location: Most duties will be undertaken remotely via phone or email, or within BCT meetings. Attendance may be required at Diocesan House or the Bishop's Office for face-to-face meetings.

Remuneration: This is a voluntary un-paid role held by a trustee member of the Bishop's Council of Trustees in addition to their trustee role.

Disclosure & Barring Service (DBS) Requirements: An enhanced DBS check is required.

Training requirements: The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.

The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training, consisting of:

- Basic and Foundation Courses
- Raising Awareness of Domestic Abuse (to be completed every 3 years)
- Safer Recruitment and People Management (if involved with recruitment or interviewing)
- Leadership Pathway

Support given:

- The Lead Trustee for Safeguarding will receive at least annual review meetings with the Chair of Trustees of NDBF.

Person Specification:

Essential:

- Experience of safeguarding delivery in a social work, education, healthcare or similar setting.
- Commitment to the charity's Christian ethos and safeguarding values.
- Ability to challenge and support constructively at board level.
- Willingness to champion Church of England safeguarding policy and safeguarding codes of practice.
- Knowledge of regulatory requirements in relation to safeguarding including House of Bishops Practice Guidance for DBFs/PCCs: Identifying Safeguarding Serious Incidents and Reporting to the Charity Commission.
- Experience of trusteeship, governance or charity leadership.

Desirable:

- Understanding of safeguarding responsibilities in a faith-based or charity context.
- Familiarity with Church of England safeguarding policies and structures.

Note: This role is to be held by a 'non-executive' trustee member of the Bishop's Council of Trustees (i.e. not a member of Bishop's Staff). If the Lead Trustee for Safeguarding ceases to be a trustee, they will also relinquish this role.