



- Role Title:** Safeguarding Lead Trustee
- Reports to:** Chair of Board of Trustees
- Key relationships:** YUAF Board of Trustees, Chief Executive Office (CEO) and Senior Management Team (incl. YUAF Designated Safeguarding Lead)
- Experience:** Extensive experience in safeguarding or child protection, Board level experience desirable
- Remuneration:** This is voluntary, but YUAF will pay reasonable travel expenses.
- Term:** 2-3 years, with the possibility of extension.
- Time commitment:** Approx. 3hrs per month

An initial induction will take place over three months. During this time, the time we require from you will be more than usual to ensure that you have an in-depth understanding of YUAF and, through this understanding, help you craft your role with us.

**First three months time commitment:**

- Induction to YUAF and the role (approximately 10 hours over the first 3 months)
- Handover from previous Safeguarding Trustee and with YUAF Designated Safeguarding Lead
- Equality, diversity and inclusion training

**Regular time commitment:**

- Preparation, attendance and contribution to Board of Trustee meetings (3 hours, every three months)
- Chairing and preparing updates for monthly 1hr Safeguarding Working Group meetings
- 0-2 hours per week monitoring/ad-hoc availability
- Occasional in-person presence will be valued at team bonding/celebration/fundraising events

**Location:** For the most part, this is a remote role, with Board members meeting either at YUAF's offices, or on Zoom. However, we would love to see you in person at the aforementioned events, and encourage visits to current projects and programmes to get a feel for the work you are supporting as a Trustee.

## The Role: a summary

YUAF takes seriously its responsibility to safeguard and promote the welfare of everyone with whom we work and with whom we come into contact, and to work together with other agencies to ensure adequate arrangements within our activities, community settings and schools to prevent harm and to identify, assess, and support those who are suffering harm.

YUAF's Safeguarding Trustee has delegated authority, working alongside YUAF's Designated Safeguarding Lead, on all matters relating to safeguarding in line with YUAF's [Safeguarding Policy](#), and is responsible for bringing these to the attention of the Safeguarding Working Group and YUAF Board of Trustees, as appropriate.

## Main responsibilities

### Leadership and Governance

- Ensuring YUAF's operations, procedures and policies meet all legal and regulatory requirements regarding safeguarding and the protection of vulnerable individuals.
- Supporting YUAF's Designated Safeguarding Lead and working with other members of YUAF's operational team, volunteers and Board of Trustees to ensure all are aware of their roles and responsibilities around creating a safe culture and keeping people safe.
- Leading and preparing for monthly meetings of YUAF's Safeguarding Working Group.
- Champion safeguarding throughout the organization, promoting a culture of safety and wellbeing for all young people involved with YUAF.
- Ensure Board meetings have regular safeguarding reports as a standing item, and help YUAF's Board of Trustees to understand and challenge these reports, as required.
- Lead an annual review of safeguarding policies and procedures, reporting findings to the board of trustees.

### Incident Reporting

- Ensure the board is informed of any serious safeguarding incidents or allegations in a timely manner.
- Support the CEO and Designated Safeguarding Lead in managing critical safeguarding incidents and ensuring appropriate responses.
- Review serious safeguarding cases to identify learning points and areas for improvement.
- Ensure that safeguarding incidents are properly recorded, reported, and followed up on as necessary.

### Strategic Development

- Work with the CEO and Designated Safeguarding Lead to review and develop YUAF's strategic plans, ensuring they reflect current safeguarding legislation, regulations, and best

practices.

- Oversee the development and review of YUAF's safeguarding policies, strategies, and action plans.
- Ensure the organisation's risk register adequately reflects safeguarding risks and includes appropriate mitigation measures.

### **Monitoring and Quality Assurance**

- Understand and oversee the monitoring processes used to evaluate the effectiveness of YUAF's safeguarding policies and procedures.
- Call for internal or external audits of safeguarding data and practices when needed.
- Review local and national case reviews to identify improvements for YUAF's policies, procedures, and practices.

### **Training and Development**

- Support the provision of regular safeguarding updates and training for staff, volunteers, and beneficiaries.
- Promote training and development opportunities to enhance safeguarding knowledge and skills across the organisation.
- Attend relevant safeguarding training events and conferences to stay current with best practices and emerging trends.

### **Communication and Engagement**

- Work with the chair, CEO, Designated Safeguarding Lead, and communications team to manage all serious safeguarding cases.
- Ensure mechanisms are in place to gather views of staff and volunteers on safeguarding matters and share these with the board.
- Engage with YUAF's activities and projects to understand safeguarding practices on the ground.

## **Person Specification - what you will need**

### **Essential**

- Extensive experience in safeguarding or child protection, with a deep understanding of relevant laws, policies, and procedures.
- Strong leadership and management skills, with the ability to coordinate safeguarding initiatives across the organization.
- Excellent communication and interpersonal skills, with the ability to work effectively with various stakeholders including staff, volunteers, beneficiaries, and partner agencies.

- Understanding and accepting the legal duties, responsibilities and liabilities of Trusteeship.
- Experience of operating at Board or Committee level, either executive or non-executive
- Experience in effective, fair and impartial decision-making
- A willingness to devote the necessary time and effort to the duties of effective trusteeship
- A commitment to realising YUAF's mission

**Desirable**

- Dedicated to the YUAF's cause and objectives and willing to act as a YUAF ambassador to external bodies, charities and companies.
- Experience working with multi-agency partnerships in safeguarding contexts.
- Experience in providing or overseeing safeguarding training and development programs.
- Familiarity with quality assurance processes for monitoring safeguarding standards and practices.
- Understanding of trauma-informed approaches to working with young people.

**If you are interested in applying for this role please complete our short application form:**

<https://forms.gle/WjVXWcQctuzwybLH8>

Or for more information please contact YUAF's Trustee Secretary, Adam Kamenetzky, by emailing:

[adam@yuaf.org.uk](mailto:adam@yuaf.org.uk)