

Nature of the Role

This is strategic role carried out on behalf of the Governor and Trustee Boards to support them in discharging their responsibilities and to help ensure that safeguarding is effective across the Foundation's Services. It is not the role of the Safeguarding Governor to carry out the functions of the Designated Safeguarding Leads nor to review decisions about individual cases.

This role is responsible to both the Trustee and Governing Boards and the person appointed will be a member of both. Chailey Heritage Foundation is a Company limited by Guarantee and therefore our Trustees are also Company Directors. The Governing Board meets separately from the Trustees and has delegated responsibility for the operation of the Charity's services.

Key Responsibilities

To scrutinise safeguarding strategies and practice for all children and adults in Chailey Heritage Foundation.

To challenge the executive leaders on strategies for securing, monitoring and improving the safety and wellbeing of children and young people.

To report back to the Governing and Trustee Boards on the effectiveness with which the organisation discharges its safeguarding responsibilities and the level of risk associated with this.

Specific Responsibilities

1. Knowledge

- a. To keep up to date with best practice in:
 - safeguarding children and adults, with particular reference to individuals with complex disabilities within schools and social care settings
 - safer recruitment
 - management of allegations against staff
 - whistleblowing
 - safeguarding in the charity sector
- b. To understand how practice in the administration of medicines contributes to safeguarding.
- c. To understand best practice in positive behaviour support (PBS) with particular reference to disability.

2. Practice

- a. To check and challenge systems for ensuring compliance with statutory guidance and relevant regulations.
- b. To scrutinise the systems, including the Single Central Record, in place for safeguarding vulnerable children and adults and consistency in their application across the Foundation.
- c. To examine the effectiveness of training for staff in safeguarding & whistleblowing.
- d. To challenge senior leaders to ensure best practice and maintain a strong consistent safeguarding culture

- e. To meet regularly with the Designated Safeguarding Leads (Headteacher, Director of Social Care and Deputy Headteacher) and any other relevant staff such as the Clinical Improvement Manager.
- f. To scrutinise an annual audit of safeguarding practice with senior managers, agree actions required and report back to Governors and Trustees.
- g. To be available to discuss safeguarding strategies and practice with Ofsted and CQC inspectors if required.

3. Reporting

- a. To be available for urgent discussions on serious safeguarding / whistleblowing matters with senior leaders.
- b. To report to the Chairs of the Governing and Trustee Boards immediately they become aware of anything that would constitute a serious incident reportable to the Charity Commission.
- c. To present a brief report to the full Governing and Trustee Boards at each of their meetings three times a year and outlining:
 - activities undertaken in carrying out the Safeguarding Governor/Trustee role
 - volume and range of recent safeguarding activity
 - any serious shortfalls in practice, actions taken by managers / lessons learned
 - any allegations made against staff
 - any whistleblowing by staff or volunteers.
- d. To provide an annual overview to Governors and Trustees to complement the Annual Report of the Foundation Safeguarding lead, highlighting trends, the quality of practice and level of risk.
- e. To chair the Governors' Safeguarding Committee.
- f. To undertake on site 'Focus Visits' to School and Social Care services to ensure that safeguarding practices are embedded in service delivery.

4. Advice

- a. To be the source of information and advice on safeguarding and whistleblowing for Governors and Trustees.
- b. To support Governors in identifying suitable safeguarding questions for Focus Visits and evaluating responses.

Personal Qualities

- Understanding the safeguarding requirements for children and adults.
- Experience of safeguarding at an operational and senior level.
- Confidence, willingness and ability to challenge senior leaders.
- Time to carry out the role and to visit Chailey Heritage Foundation as frequently as is necessary to undertake the role effectively.
- Willingness to develop knowledge of safeguarding for children and adults with complex disabilities and to keep safeguarding training up-to-date.