



## **Role Description – Trustee (Safeguarding Lead)**

### **CCS ADOPTION**

**Role Title:** Trustee (Safeguarding Lead)

**Reporting to:** Chair of Trustees

**Salary:** Unpaid role, reasonable expenses paid

**Date:** May 2026

### **Purpose of the Role**

The Trustee Safeguarding Lead provides *independent, informed oversight* of safeguarding practice across CCS Adoption. They act as a source of specialist advice to the Board and senior leadership team, ensuring the charity meets its statutory, regulatory, and ethical safeguarding responsibilities.

This role complements the work of the Designated Safeguarding Lead (DSL) within the organisation and supports a culture where children's safety, welfare, and rights

### **Key Responsibilities**

In addition to the collective duties of all Trustees, the Safeguarding Lead will:

#### **1. Provide Safeguarding Expertise**

- Offer up-to-date knowledge of safeguarding legislation, guidance, and best practice relevant to adoption, children's social care, and voluntary sector agencies.
- Maintain awareness of changes in statutory frameworks (e.g., Working Together to Safeguard Children, Ofsted inspection frameworks, DBS/legislative updates).
- Advise the Chair, Board, and CEO on safeguarding risks, emerging issues, and organisational implications.

#### **2. Oversight and Assurance**

- Offer scrutiny of safeguarding reporting, including incident reports, safeguarding logs, and themes arising from practice.
- Ensure safeguarding is embedded in strategic planning and risk management.
- Provide assurance to the Board that safeguarding responsibilities are met effectively and proportionately.

#### **3. Support to Senior Leaders**

- Meet periodically with the Designated Safeguarding Lead (DSL) and/or deputy to review safeguarding work, discuss challenges, and provide independent oversight.
- Act as a point of contact for the Chair if safeguarding concerns arise about the organisation or senior leaders.
- Support reflective practice and learning across the agency.
- Support the DSL in safeguarding training for the board.

#### **4. Governance and Compliance**

- Ensure CCS is compliant with:
  - Legislation covering child protection and safer recruitment
  - Ofsted requirements for voluntary adoption agencies
  - Charity Commission guidance on safeguarding responsibilities
- Promote learning from national reports, serious case reviews, and safeguarding research relevant to adoption and children's services.

#### **Person Specification**

##### **Essential Criteria**

- Significant professional safeguarding expertise (e.g., social work, education, health, children's services, regulatory or inspection roles).
- Up-to-date knowledge of safeguarding practice, procedures, and statutory guidance.
- Understanding of safeguarding in the context of adoption, trauma, and the needs of vulnerable children.
- Strong analytical, communication, and advisory skills.
- Ability to challenge constructively and maintain professional independence.
- Commitment to CCS's mission and values, and to upholding high safeguarding standards.

##### **Desirable Criteria**

- Experience as a safeguarding lead, manager, senior practitioner, or inspector.
- Experience of adoption, fostering, or children's social care.
- Understanding of governance roles and the responsibilities of trustees.
- Ability to act as an ambassador for CCS and support a positive safeguarding culture.

##### **Time Commitment**

- Attendance at Board meetings (normally 4 per year).



- Periodic meetings with the CEO and DSL.
- Availability for consultation when safeguarding advice is required.
- Some additional time during safeguarding-related reviews.

Trustees share responsibility for the charity's governance and oversight. Personal liability is rare and usually arises only where trustees act dishonestly, negligently, or in breach of their duties.

For further information of the role and responsibilities of a charity Trustee please refer to the Charity Commission's guidance [here](#)

### **Checks and Compliance**

As with all trustees, appointment is subject to:

- Identity checks
- Reference checks
- Enhanced DBS check
- Confirmation of eligibility to act as a trustee under charity law
- Completion of a declaration of interests
- Agreement to CCS Adoption's safeguarding policies