

Safeguarding Responsibilities of Area Meeting Trustees

General

- Hold ultimate responsibility for safeguarding on behalf of the AM
- Ensure that the Safeguarding Policy, Procedures, and Resources are agreed by the Area Meeting in session
- Follow the Policy and Procedures and abide by the Code of Conduct
- Set aside sufficient resources for training

Reports and reviews

- Consider the annual report from the Safeguarding Coordinator (SR9b)
- Review the Safeguarding Policy, Procedures and Resources annually
- Initiate a more comprehensive review every three years

Roles

- Ensure that a Safeguarding Coordinator (lead trustee for safeguarding) is appointed along with suitable Deputies as required
- Support the Safeguarding Coordinator and Deputies in their roles

Training and development

- Have a *Safeguarding Induction* and *Basic Safeguarding Training* at the start of the role and recognised safeguarding training tailored to the role (such as the NSPCC Trustee Safeguarding Training), refreshed at least every 3 years.

Additional responsibilities of Clerk to Trustees

- Agree small changes to the contacts section of the policy, on behalf of trustees.
- The Clerk to Trustees, having been informed of any referral to statutory authorities, will then determine whether and what information should be passed to:
 - The Charity Commission (as a serious incident)
 - the AM's insurers (because of possible legal action)
 - other Trustees (because of wider implications)