



## **TERMS OF REFERENCE**

### **TRUSTEE FOCAL POINT FOR SAFEGUARDING**

#### **PURPOSE / OBJECTIVES OF THE ROLE.**

The ADD Trustees have a designated Trustee for all matters relating to safeguarding within the organisation.

The main purpose of the Trustee role is to oversee the management and practice of ADD International with regards to safeguarding, as well as to advise ADD senior leadership and to liaise with the other Trustees.

The Co-Chief Executives are responsible for reporting on all matters relating to safeguarding within ADD to the designated Trustee.

The Trustee Focal Point also ensures that ADD's principles and commitment to defending and upholding the rights of disabled people and promoting equality of access and participation are reflected in the communication and implementation of safeguarding in the organisation.

#### **RESPONSIBILITIES.**

- To act as a point of contact within the Board for all and any issues relating to Safeguarding in the organisation;
- To support and advise the Co-Chief Executives and Senior Leadership Team (SLT) in managing any concerns / investigations relating to safeguarding which may affect the reputation and standing of the organisation;
- To ensure that any serious safeguarding incidents involving ADD International staff, other representatives, paid or unpaid, are reported to the Charity Commission, other regulatory and statutory bodies in country, and the relevant donors, as required;

- To oversee and monitor the implementation of the ADD Safeguarding and Whistleblowing Implementation Plan;
- To stay up to date and aware of the work and priorities of the Safeguarding Working Group and the Safeguarding Focal Points in each of our Programme Teams and across the organisation;
- To communicate with and update the Trustees on the management of safeguarding within ADD International;
- To ensure that the Trustees have completed required basic training / briefings on safeguarding management and are aware of their safeguarding responsibilities;
- To ensure the designated SLT Lead Focal Point for Safeguarding reports regularly to the Trustee Focal Point on all matters relating to safeguarding in the organisation;
- Oversees the historical and current risk registers and registers on disclosures relating to safeguarding, and ensures that they are kept up to date and well managed;
- Keeps up to date on the regulatory requirements for safeguarding including meeting donor compliance on safeguarding;
- Acts as a point of contact for confidential Safeguarding or Whistleblowing reports that may be made directly by internal staff or external partners / the public;
- Is responsible and accountable for ensuring that the Co-Chief Executives and all of SLT uphold safeguarding standards and reporting across the organisation, including with downstream partners;

## **WAYS OF WORKING.**

The Trustee Focal Point for Safeguarding's main points of contact and liaison within the ADD are the Co-Chief Executive's (who is accountable for safeguarding within the organisation) and the designated SLT Lead Focal Point for Safeguarding (Director of Resources Systems and Culture).

The Trustee Focal Point will meet with the Co-Chief Executives and/or SLT Lead Focal Point every two months in advance of the full Trustee Board Meetings for regular updates. Other meetings will be arranged on an as- needs basis, for example if there particular safeguarding concerns or issues that are being managed.

The Trustee Focal Point may also attend at the Trustee Officers Meetings, which take place every other month between full Trustee Board Meetings, as needed.

ADD's systems for managing safeguarding will be reviewed annually at a Full Trustee Board meeting, including updating these Terms of Reference and the designated Trustee post holder as needed.