

Welcome letter from Geraldine Norris, Chair of Red Balloon NW London

Thank you for considering making an application to become a Trustee of Red Balloon North West London (RBNWL). I hope this will give you some of the information you will need to decide whether to put your name forward to help lead the wonderful work carried out by our staff and volunteers.

The number of students ‘recovered’ annually by RBNWL has remained constant at 20 over the last three years. Our plan is to develop and implement a new strategy that will enable us to expand and support even more students while maintaining the highest quality of student wellbeing, safeguarding and learning. To meet this objective a new home-tuition outreach scheme was launched in 2019 and we hope to open a new Centre later this year. During the current Covid-19 situation educational and therapeutic provision continues to be provided on-line.

Red Balloon NW London is one of four Learner Centres (Norwich, Cambridge, Reading and NW London) alongside the online learning platform of Red Balloon of the Air. Each are registered as separate charities. Red Balloon NW London, and RB Norwich are also registered as separate company’s limited by guarantee. Red Balloon Learner Centre Group (RBLCG or *Group*) supports the operations of all Red Balloon organisations.

In order to provide proper guidance and support to the Red Balloon NW London’s Senior Leadership Team, we wish to recruit three new Trustees with specific expertise in the areas of Safeguarding, Education as well as Fundraising & Marketing. You will join our other Trustees to help form a Board that will provide comprehensive governance to this growing and developing charity.

Each Trustee will work closely with the Headteacher and is expected to operate to a detailed job description and to commit enough time to carry out their area of responsibility.

There will be an opportunity for you to see our work in action when you visit the Centre, but should you require anything else prior to making an application please do not hesitate to contact us.

I should like to thank you for considering Red Balloon and hope that your application is successful.

Yours sincerely

Geraldine Norris

Role Title: Trustee with Safeguarding expertise

Liaises with: Trustee Chair, designated Safeguard Leads at the Centre and the Board of Trustees

Background: Social work, health or education

1.0 Role Summary

- Understanding and acceptance of the legal duties, responsibilities and liability of Trusteeship;
- Commitment to Red Balloon's objects, aims and values and willingness to devote time to carry out responsibilities;
- Oversee the financial health of the charity, ensuring that Red Balloon has sound systems of internal control and risk management;
- Support RB NW London in its statutory duty to safeguard and promote the welfare of children;
- Support the staff at the Centre in ensuring there is a safe learning environment;
- Monitor the work of the Centre.

2.0 Main Responsibilities of the named Safeguarding Trustee in relation to Students

- Find out about how the centre promotes safeguarding and the welfare of children in all aspects of school life;
- Ensure the centre remedies without delay any identified deficiencies or weaknesses in its arrangements to safeguard and promote children's welfare;
- Ensure that staff refer concerns appropriately to the Local Authority;
- Through observation ensure that safe and appropriate relationships exists between all students and those working at the Centre;

2.1 Main Responsibilities of the named Safeguarding Trustee in relation to Staff

- Liaising with the designated person/s for child protection in school on a regular and agreed basis and providing a link between staff and the Governing Body;
- Ensuring that all staff receive relevant training within the statutory time scales;
- Involvement in audit of SCR with designated person and safeguarding lead from RB NW London;
- Ensuring that the safer recruitment policy is followed when new staff are employed;

2.2 Main Responsibilities of the named Safeguarding Trustee in relation to Governance

- Reporting to the Board of Trustees as appropriate;
- Ensuring that a full annual safeguarding audit is carried out each year and that a safeguarding report is produced for the Trustees each year;
- Be aware of the importance of confidentiality;
- Receive reports that monitor the trends of child protection incidents in the Centre;
- Finding out more about appropriate policies and procedures which should be in place;
- Undertaking the relevant training in the Centre;
- Ensuring that the Centre has a Safeguarding and Child Protection policy and other

- relevant policies; Ensuring that these policies are regularly reviewed;
- Ensuring that policies relevant to the physical health and safety of students whilst at the Centre are in place;
- Providing an annual report on Child Protection to the Trustees and ensuring that appropriate reports are sent to the necessary statutory authorities;
- Ensuring that appropriate policies and procedures are in place with regard to Safer Recruitment and that Centre staff follow these;

3.0 Person Specification

Essential

- Commitment to the organisation's objects, aims and values and willingness to devote time to carry out responsibilities and to act as the charity's ambassador to external bodies, charities and companies;
- Understanding of safeguarding and child protection with respect to both the law and practice;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Proven ability to communicate and relate to students and staff, members of the Board and other stakeholders;
- Good analytical and evaluation skills, demonstrating good judgement;
- Good communication and leadership skills;
- Commitment to attending relevant training.

Desirable

- Demonstrable knowledge and experience of working within an environment where safeguarding is of primary concern;
- A team-oriented approach to problem solving and to management;
- Competent IT skills;

Training

- All Trustees are expected to complete PREVENT and basic child safeguarding training.

4.0 Time Commitment

- The Board meets at least six times a year and Trustees are expected to attend all meetings; Meetings are held at the Centre and start at 15:30. During the current Covid-19 situation these meetings are being held online;
- Attendance at the AGM. During the current Covid-19 situation this will also be held online;
- The named Trustee for Safeguarding is expected to meet with the designated Safeguarding Lead at least once each term;
- The Trustee is expected to lead on the safeguarding audit which is to be carried out each year during the Spring Term;
- To support and attend some of the other Red Balloon activities such as the annual trustee and staff conferences, student presentations, staff end of term gatherings and fund raising events.

5.00 Length of service/appointment

- This appointment is for a 4-year term with an option to serve two terms.

6.0 Location

- Board Meetings are held at 13 Kenton Road, Harrow, Middlesex, HA1 2BW - or in exceptional circumstances on-line

7.0 Application Details

Way of application is a CV and tailored covering letter outlining your relevant experience and interest in joining our Board. These should be sent to our Headteacher, Cathy Taylor, via cathy.taylor@nwl.rblc.org.uk no later than midday on Friday 29th May 2020.

Discussions will take place w/c 1 June (date tbc) and preferred candidates will be invited to attend the 9th July Board meeting which will, hopefully, be held in Harrow.

If you have any questions prior to making a formal application please contact Cathy Taylor on the above email or directly on her work mobile: 020 3920 8209.

Agreed by the Trustees

May 2020