

Job Description and Person Specification

Job Title:	Safeguarding Co-ordinator
Service Provision:	Churchward School
Job Family:	Education
Line Manager:	Assistant Headteacher (Pastoral)
Salary Band:	Grade D 1 – 5
Annex	Please ensure you refer to Annex 1 with this Job Description

The Safeguarding Co-ordinator will work closely with the Designated Safeguarding Lead (DSL) and Senior Leadership Team (SLT) to develop a strong safeguarding culture across the school. The Safeguarding Co-ordinator will play a critical role in ensuring the safety and wellbeing of children and young people. The post holder will manage safeguarding procedures, support colleagues in fulfilling their safeguarding responsibilities and act as a key liaison with external agencies. They will oversee the school's safeguarding policies ensuring they are up-to-date and effective in keeping all students safe. They will take part in strategy discussions and inter-agency meetings and support to the assessment of students.

Key accountabilities, duties and responsibilities

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support colleagues who make referrals to the local authority children's social care
- Work with SLT to refer cases to the police where a crime may have been committed

Working with colleagues and other agencies

- Act as a source of support, advice and expertise for all colleagues
- Act as a point of contact with the safeguarding partners including the Trust Safeguarding Lead, other (D)DSLs within the Trust and external agencies
- Provide regular reports to the Headteacher on safeguarding activity, including ongoing social care referrals and assessments, police investigations, and the requirement for students to have an appropriate adult
- Liaise with colleagues on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that student's needs are considered holistically
- Liaise with the senior mental health lead and the pastoral support team, where safeguarding concerns are linked to mental health
- Work with the school's Family Liaison Officers to promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of students, including where families may be facing challenging circumstances
- To ensure all alternative providers and external agencies have the required safeguarding checks in place to work with students according to KCSiE.
- Conduct internal audits of safeguarding practices and support the preparation of regular reports to, and meet regularly with, the Safeguarding link Governor and Trust Safeguarding Lead, supported by the Headteacher.
- Work with the Headteacher and senior leaders, taking lead responsibility for promoting educational outcomes by:
 - Supporting colleagues to recognise welfare, safeguarding and child protection issues that students in need are experiencing, or have experienced

- Developing plans of support that address issues which might be having an impact student's attendance, engagement and achievement at school
- The above includes understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort of students

Managing concerns and child protection files

- Maintain accurate, confidential and up to date records of all safeguarding concerns using CPOMS
- Complete regular records audits to ensure all concerns are managed effectively and in line with school policy and guidance
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where students leave the school (including in-year transfers), work with transitions to:
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main student file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help it put appropriate support in place

Raising awareness

- Ensure all employees are aware of the links between students with SEND and their potential vulnerabilities with regards to safeguarding.
- Ensure each member of the team has access to, and understands, the school's child protection policy and procedures, especially new and part-time employees
- Work with the Local Governing Committee to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the appropriate local safeguarding partnerships to ensure colleagues are aware of any training opportunities and the latest local policies on local safeguarding arrangements

Training

- Undergo statutory training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C of KCSiE
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually

Providing support to colleagues

- Support and advise colleagues and help them feel confident on welfare, safeguarding and child protection matters
- Facilitate appropriate safeguarding and child protection training, including online safety, and employees responsibilities in relation to filtering and monitoring

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

- Keep detailed, accurate, secure written records of concerns and referrals

Filtering and monitoring

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Work with the Headteacher and Central Services to ensure that filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning
- Review filtering and monitoring provision at least annually and with the support of the Headteacher and Brunel Central Services team.

The DSL will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for colleagues in the school to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video call in exceptional circumstances.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Trained as Designated Safeguarding Lead (DSL), or has been previously • Willingness to undertake training 	<ul style="list-style-type: none"> • Relevant SEND qualifications at least level 2 • Additional safeguarding related qualifications or training
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with young people with SEND in educational setting • Recent experience of being a designated Safeguarding lead (DSL) or a deputy DSL • Experience of building a robust Safeguarding culture 	<ul style="list-style-type: none"> • Experience of working with external partners. E.g. Local Authority and Safeguarding boards.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to establish good working relationships with learners, employees and parents • Emotional resilience • Able to demonstrate Sound judgement and understanding of child protection and Safeguarding in relation to children and adults in educational establishments • Excellent numerical skills, including the ability to interpret, interrogate and quality assure data. • Understanding of how Ofsted inspects Safeguarding. • Able to work flexibly, prioritise workload and use one's initiative • Able to work under pressure and meet deadlines in a demanding and fast paced environment 	<ul style="list-style-type: none"> • Able to communicate confidently and effectively in both written and spoken English • Experience of report writing to internal and external stakeholders • Familiarity with the Ofsted inspection framework • Proficient in the use of IT, including a working knowledge of MS Excel • Confident in the use of educational IT software, including CPOMS • Experience of delivering and designing Safeguarding training

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| | <ul style="list-style-type: none">• Able to develop and sustain positive relationships with relevant stakeholders | |
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