



JOB DESCRIPTION – 2023

Job Title: Safeguarding Coordinator

Reports to: Deputy Head: Pastoral, Designated Safeguarding Lead

Department: Pastoral and Safeguarding

Hours per week: Full-time 37 hours per week. Term time plus 2 weeks (36 weeks per year). Must work School INSET days. Must be flexible and adaptable to respond to urgent requests.

Key Working Relationships

Head
Deputy Heads
Designated Safeguarding Lead
Deputy Designated Safeguarding Leads
Pastoral Intervention Practitioner
Student Services and Attendance Manager
Boarding Staff
Heads of Year
Tutors
Students
Parents

Job Summary

The Safeguarding Coordinator will support the delivery of pastoral care and wellbeing of the students in the School, liaising with and working alongside the relevant pastoral staff. They will be a Deputy Designated Safeguarding Lead (DDSL) and work closely with the Designated Safeguarding Lead, deputising for them as and when required.

The Safeguarding Coordinator will carry out active casework, keep meticulous records, track trends and suggest improvements with the aim of continually enhancing the School's approach to safeguarding and ensure that a culture of safeguarding is embedded in all areas. They will have responsibility for managing the safeguarding training process for staff, keeping records of the training and ensuring that all staff receive regular and appropriate updates.

Duties and Responsibilities

Safeguarding Culture

- To proactively promote an explicit safeguarding culture and ethos with values and behaviours that are both articulated and lived at each level of the School.

- To ensure that safeguarding is at the forefront of school activity across the whole school, including the procedures followed by external groups and agencies.
- To promote the school as a beacon for outstanding safeguarding practice.
- To provide safeguarding support to the DSL.
- To support members of staff (e.g. boarding staff, teaching staff, medical staff and counselling staff) and advise on safeguarding and welfare cases.

Management, Record Keeping and Information Sharing

- To keep abreast of changes in statutory and regulatory safeguarding requirements and advising the DSL accordingly.
- To ensure the school is compliant with inspection requirements where safeguarding matters are concerned.
- To ensure the School's safeguarding and support mechanisms (e.g. policies, training, health and counselling provision etc.) are appropriately promoted, publicised and understood by students, staff and parents.
- To implement a low-level concerns policy in relation to students, to ensure that concerns are managed appropriately, patterns identified, and emerging issues addressed at an early stage.
- To build your personal knowledge and understanding of, and developing supportive and effective working relationships with, local and community resources and statutory services, so that you are best able to deliver outcomes in the best interests of students and the school. These services include the LADO, NHS, Police, CAMHS, Local Safeguarding Children's Partnership, privately commissionable services and voluntary services.
- To work with the DSL in managing safeguarding referrals to the Police, LADO, Children's Social Care, CAMHS, etc, liaising with the Deputy Heads and/or Head as appropriate.
- To work closely with the Health Centre to understand issues affecting students from a safeguarding and wellbeing perspective.
- To take the lead for administrating the school's online safeguarding reporting tool MyConcern.
- To maintain high quality safeguarding records and assist with the preparation of reports and production of management information to inform future practice. This includes keeping detailed logs of safeguarding concerns and proactively tracking trends via MyConcern.
- To share relevant safeguarding information where appropriate using tact and diplomacy.
- To oversee the appropriate sharing of safeguarding information when students are transferring into or out of the school.
- To deal efficiently with emails, telephone calls and enquires from parents, staff, students, visitors, other schools and outside agencies.
- To use discretion in providing information both within and outside the school and ensure that confidentiality is maintained as appropriate regarding all student and staff matters.
- To review the thresholds framework for identifying levels of concern and appropriately manage cases.
- To document the ongoing support, management and progress of students of concern including, but not limited to, any child looked after by the Local Authority or otherwise subject to child protection plans.

- To take minutes of general pastoral and safeguarding meetings and confidential note taking as required.
- To engage actively with students to ensure that student voice plays an important role in informing the school's work in this vital area and that policies and practices are presented in a student friendly manner; and to ensure that student views and concerns related to safeguarding are heard and responded to.

Training and Education

- To deliver safeguarding updates to staff as appropriate.
- To take responsibility for the coordination and organisation of all safeguarding induction and other related CPD training and record keeping, in some instances via Educare, including sending invitations and reminders to staff and governors and the retention of documentary evidence where required. This will involve working closely with the HR team and relevant Heads of Department.
- To monitor and evaluate the efficacy and relevance of training delivered to ensure the highest standards of care, high levels of awareness of safeguarding responsibilities, and improved outcomes for students, parents and staff.
- To actively engage with national and local trends, to enable the school to prepare proactively for emerging issues and promote training accordingly.
- To work closely with the pastoral teams to support and upskill staff working closely with children.
- To contribute to the PSHE programme where appropriate.
- To liaise with the Marketing Department to ensure that safeguarding information on the School's website and parent and staff portals are kept up to date as regulations, policies and practice develop.
- To promote understanding of safeguarding issues with parents, via the website, talks and other forms of information.
- To produce regular safeguarding bulletins for staff, students and parents, including identifying initiatives and drawing attention to key issues in student welfare.
- To operate in accordance with School's policies and procedures as detailed on the School's website and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the School's Health and Safety policy and the Health and Safety at Work Act.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.