**Safeguarding and Inclusion Coordinator**

**JOB DESCRIPTION**

**Post Title**: Safeguarding and Inclusion Coordinator

**Salary**: £36,618 - £39,462

**Hours:** Full time (36 hours per week)

**Contract Type:** Permanent, term time only (+1 week in the Summer holidays) 40 weeks

**Reporting to:** Assistant Headteacher (DSL and SENCO)

**Responsible for:** Teaching Assistants

**Purpose:** The Safeguarding and Inclusion Coordinator will have responsibility for safeguarding and child protection across the school (including online safety). They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. They will work with the SENCO and DSL to support progress and attainment of all pupils.

**Managing Referrals**

* Refer cases of suspected abuse to the local authority children’s social care
* Support staff who make referrals to local authority children’s social care
* Refer cases to the Channel programme where there is a radicalisation concern
* Refer cases to DBS where a person is dismissed or left due to risk or harm to a child
* Refer cases where a crime may have been committed to the police
* Keep detailed, accurate and secure written records of concerns and referrals

**Working with the Headteacher and the Senior Leadership Team (SLT)**

* Inform the Headteacher of safeguarding issues
* Work with the Headteacher and SLT in taking lead responsibility for promoting educational outcomes by:
  + Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
  + Identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school

**Working with Staff**:

* Be a source of advice and expertise for all staff
* Liaising with relevant agencies so that children’s needs are considered holistically
* Advise staff and help them feel confident on welfare, safeguarding and child protection matters
* Ensure staff consider how safeguarding, welfare and educational outcomes are linked and how they inform the provision of academic and pastoral support
* Ensure the staff know which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
* Plan with staff how they will provide additional academic support or reasonable adjustments to help these children reach their potential

**Working with Other Agencies:**

* Be the point of contact for relevant agencies
* Communicate effectively with the local/school based mental health support team, where safeguarding concerns are linked to mental health

**Working with Families:**

* Lead on ensuring engagement with parents and/or carers in safeguarding
* Promote the welfare of children, including where families may be facing challenging circumstances

**Training**:

* Maintain 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
* Lead on staff awareness and understanding of Prevent and be able to:
  + Ensure the school is meeting the requirements of the Prevent duty
  + To lead and advise staff on protecting children from the risk of radicalisation
* Lead on staff awareness and understanding of female genital mutilation (FGM) and be able to:
  + To lead and advise staff on protecting and identifying children at risk of FGM
  + Report known cases of FGM to the police, and help others to do so
  + Refresh knowledge and skills at least annually
  + Obtain access to relevant resources and disseminate

**Record Keeping:**

* Ensure child protection files are kept up to date using the school’s computerised system
* Keep information confidential
* Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
* 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 KCSIE
* Where children leave the school (including in year transfers):
  + Ensure their child protection file is securely transferred to the new school, separately from the main pupil 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 them put appropriate support in place

**Raise Awareness**:

* Ensure adults associated with the school have access to, and understand, the school’s child protection policy and procedures
* Work with the governing board to ensure the child protection policy is reviewed annually and the procedures and implementation are monitored
* Ensure the child protection policy is available on request
* Ensure parents are aware that referrals about suspected abuse may be made and the role of the school in this
* Ensure staff are aware of any training opportunities and the latest local policies on safeguarding
* Help promote educational outcomes by sharing relevant information with teachers and school leadership staff

**Holding and Sharing Information:**

* Understand and ensure that important information is shared with all relevant partners
* Understand relevant data protection legislation and regulations (UK GDPR)
* Keep detailed, accurate, secure written records of concerns and referrals understanding the views of children
* Encourage a culture of listening to children and taking account of their wishes and feelings
* Build trusted relationships which facilitate communication between staff and pupils

**Attendance**:

* Collate and monitor daily attendance
* Meet weekly with the AHT to analyse figures and plan follow up actions as required
* Meet with parents who are causing a concern to offer support
* Communicate with LA Attendance Officer/Court Officer and attend meetings as required
* Communicate with school office team in regard to decisions concerning requests for absence/early collection
* Manage the procedures relating to leaves of Absence requests
* Implement strategies to improve Attendance/Punctuality
* Analyse whole school attendance and report to SLT and Governors on a regular basis

**First Aid**:

* Oversee and lead on first aid procedures
* Communicate with all staff on first aid policies and procedures
* Annually update the First Aid Policy
* Annually update the Children with Medical Needs and Allergies Policy
* Ensure correct record keeping and medication storage is adhered to
* Work with the School Nurse and other medical professional as necessary
* Ensure a rolling programme of first aid training for support staff and keep records

**SEND:**

* To work with the SENCO to support provision for students with Special Educational Needs (SEN)
* To understand the SEN Code of Practice
* To work with the SENCO to co-ordinate and monitor provision for SEND pupils and children in need, including those looked after or subject to child protection procedures
* To work with the SENCO to maintain and develop the systems for identifying, assessing and reviewing SEN
* Maintain an up to date provision map
* To provide pastoral support as required
* Ensure the effective and proficient use of student data in the process of target setting for SEND pupils
* Sustain good working practices and support and lead staff with a focus on inclusion
* To support the induction and performance management of teaching support staff
* To work closely with agencies to support inclusion and progress of SEND
* Ensure that parents are well informed about the targets, individual pupils’ progress, achievement and behaviour

**Other Areas of Responsibility:**

* Undertake safer recruitment training and ensure the school follows best practice
* Monitor the Single Central Record and ensure it complies with all relevant legislation
* Provide safeguarding reports to the governing board
* Model best practice and uphold the principles of confidentiality and data protection at all times
* Given the nature of the work, there will be times when emergency meetings, work etc will need to be carried out outside working hours and at different venues.

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

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Safeguarding and Inclusion Coordinator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.