



Coventry City Council

## Job Description

<b>Job Title:</b>	Education Safeguarding MASH Co-ordinator	<b>Job Number:</b>	L3053D
<b>Services:</b>	SEND & Specialist Services	<b>Grade:</b>	G7 (Job-share)
<b>Location:</b>	Broadgate House (with working at home arrangements)		

### Job Purpose:

To work as part of a dynamic multi-agency integrated team, assessing safeguarding notifications and referrals in respect of children and families resident within the City.

The post holder will be responsible for gathering and presenting educational information that is used within the Multi Agency Safeguarding Hub (MASH) to determine thresholds for intervention and support. Fully observing statutory processes and local protocols to protect confidentiality, the MASH Co-ordinator is responsible for interpreting and sharing the information from a range of electronic and interview sources, specifically databases and education providers designated contacts (DSLs/Headteachers) with the overall focus on promoting and safeguarding the welfare of the child and young person.

To provide advice and support to schools on child safeguarding matters, in partnership with the Education Lead Safeguarding and Education Safeguarding Coordinators.

### Main Duties and Responsibilities:

#### Responsibilities specific to the MASH and Safeguarding of Children/Young People

1. To provide challenge, support and guidance to external stakeholders, in particular educational professionals (including early years settings, schools and other education providers) who refer children and young people into the MASH.
2. To ensure that education providers have a proficient understanding of the role of MASH and are competent in making high quality referrals without unnecessary delay, when a concern is sufficient to meet the criteria. Reinforcing statutory requirements and responsibilities for safeguarding, child protection and promoting the welfare of children as set out in KCSIE 2020
3. To work with the Coventry Safeguarding Children Partnership, LADO and other partners to monitor evaluate and report on the effectiveness of safeguarding arrangements and on issues of policy and practice in education settings
4. Upon receipt of a referral, through liaison, dialogue and searching appropriate databases,



Coventry City Council

collect and collate the relevant educational information to add to the multi-agency risk assessment within the MASH

5. Record, interpret and present educational information and issues that can impact on the risk or needs assessment of the child/ young person. This may involve disclosing proportionate and relevant information relating to the parents/carers or other members of the immediate family
7. Participate in the MASH multi-agency risk assessment to inform case management and attend Strategy discussions where required in MASH
8. Immediately escalate evidence of ineffective safeguarding arrangements within or outside of the MASH, or where the case is likely to become subject to press or public interest.
9. Follow MASH policy and procedures including dispute resolution process which enables partners to constructively and professionally challenge decision-making in a time- appropriate way
10. Monitor the number and nature of referrals to MASH made by education settings to inform the development and improvement of practice
11. Support and challenge school staff and governing bodies in exercising their responsibilities for safeguarding and protecting children and young people
12. Liaise with MASH professionals on key concerns of multi-agency interest arising from education, such as Children Missing Education, Children at risk of Sexual Exploitation, Elective Home Education.
13. Attend relevant strategy meetings to support Education within the MASH such as Sub-group, Task and Finish Groups, Audits and team meetings.
14. Update Educational settings on outcomes of cases that have been through the MASH through relevant systems.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>	<b>N/A</b>	<b>Responsible to:</b>	<b>Head of SEND &amp; Specialist Services (Education Safeguarding Lead)</b>
<b>Date Reviewed:</b>	<b>July 2020</b>	<b>Updated:</b>	<b>July 2020</b>



Coventry City Council

## Person Specification

<b>Job Title:</b>	Education Safeguarding MASH Co-ordinator	<b>Job Number:</b>	L3053D
<b>Service:</b>	SEND & Specialist Services	<b>Grade:</b>	G7
<b>Location:</b>	Broadgate House (with working at home arrangements)		

Area	Description
------	-------------

<b>Knowledge:</b>	Thorough and detailed understanding of current safeguarding procedures and practice including 'Keeping Children Safe in Education' 2020 and 'Working Together to Safeguard Children' 2018.
	Sound Knowledge of Children Missing Education (CME) and Sexual Exploitation (SE)
	Understanding of issues relating to safeguarding adults and children and of the role and activities of the Local Safeguarding Children Board.

<b>Skills and Abilities:</b>	Excellent communication skills – both oral and written at a level that enables the gathering of sensitive information, accurate recording and dissemination into succinct report formats that can be readily interpreted in a strategy group meeting
	High level competence in a range of information technology software including database, Word, Excel, PowerPoint and virtual communication tools
	The ability to present complex information in an accessible format to a range of audiences
	The ability to create MASH focused training tools and materials for education providers and the direct delivery of training as required
	The ability to meet priority deadlines, whilst working work under pressure with competing demands
	High level of resilience in dealing with a broad range of detailed safeguarding information including, child protection, child abuse and child death
	The ability to support and challenge other colleagues by providing specialist knowledge, advice and guidance in relation to safeguarding in a enabling manner

<b>Experience:</b>	Demonstrable experience of safeguarding children and young people within a current or previous job role, to a level that evidences a secure understanding of the issues involved.
--------------------	---



Coventry City Council

	Evidence of working collaboratively with professionals e.g. as part of a multi-agency or multi-disciplinary team to secure better outcomes for children and young people		
	Demonstrable experience of collaboration in sharing specialist knowledge with colleagues in order to support their practice within educational settings		
<b>Educational:</b>	Degree standard in a relevant subject area (education, social care, social policy, psychology) or significant working experience in a related field		
	Accredited standard of English equivalent to a high pass level at GCSE or proven evidence of competency developed within the workplace		
	Evidence of continuous personal development		
<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).		
<b>Date Reviewed:</b>	<b>July 2020</b>	<b>Updated:</b>	<b>July 2020</b>