



REPTON

**DIRECTOR OF SAFEGUARDING
COMPLIANCE**

March 2023 or earlier



Welcome from the Headmaster

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty-first century.

We are looking to appoint a highly-qualified and experienced Director of Safeguarding Compliance to ensure that Repton School provides and promotes the highest standards of safeguarding.

The Director of Safeguarding Compliance is a significant role, acting as Senior Deputy DSL and taking operational responsibility for safeguarding across the School on a day-to-day basis. As such, the Job Description and expectations of this role share a similar outlook to the DSL.

This is a non-teaching role, ensuring that the candidate's primary focus is on the day-to-day coordination of safeguarding across the School in support of the DSL, the Senior Leadership Team, the Headmaster and Governors.

We are a school with ambition and purpose, eager to employ and reward high-calibre candidates who share our values and aims. With a commitment to invest in the professional development of our staff, and a contributory Pension scheme, Repton is a very attractive place to work.

I hope very much that you will read this document with interest and I encourage you to apply.



Mark Semmence
Headmaster



An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely the Guest Chamber and Prior's Lodging (which, as the Old Priory, currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and the Arch. The latter is all that now remains of the Priory's original gatehouse and helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world-class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational, and boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has over one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).





A Global Family of Schools

Repton was one of the first British schools to expand overseas, with the establishment of Repton Dubai in 2007. The development of a community of international schools was key to Repton's future vision. Currently, Repton has schools in Dubai (2), Abu Dhabi (2), China, Malaysia and Cairo, with plans to open a further three more over the next few years.

The additional income generated by our overseas schools provides financial support that will enable Repton to select pupils simply on merit and without regard to their parents' financial means.

Repton also currently has four schools in the UK (Repton, Repton Prep, St Wystan's and Vinehall) with the ambition to grow its UK family of schools.





The Role and Key Areas of Responsibility

The ideal candidate will be passionate about safeguarding and pupil wellbeing, with excellent people and administrative skills. He/she will play a key role in the pastoral infrastructure of the School and will receive all the necessary time, support and training for success in the role.

Summary of the role:

In conjunction with the Designated Safeguarding Lead at Repton, the successful candidate will:

- create and promote a culture of safeguarding across the school community, working with all relevant colleagues to ensure the welfare of the children in our care.
- coordinate all safeguarding and child protection matters arising at the School and support all other staff in dealing with any child protection concerns that arise.
- be available for staff to discuss any safeguarding concerns, contactable both during term time and throughout holiday periods, as agreed.

Roles and responsibilities:

- to report to the DSL and ensure appropriate cover is always available in school.
- to review and update the Safeguarding Policy and Child Protection Procedures annually, or as required, and ensure that this is ratified by the Governing Body.
- to ensure that the Safeguarding Policy and Child Protection Procedures are available publicly.
- to provide support to the Repton child protection functions / DSL to deliver safeguarding objectives consistent with priorities.
- to ensure the safeguarding team communications are embedded within the school and contribute actively.
- to assure the quality of the work of the Safeguarding teams across Repton School in line with the local DDSCP recommended practices, Government guidance and the requirements of any of our regulatory bodies.
- to contribute professional knowledge and advice to the DSL, SMT, Board of Governors, and others, including partners and external agencies, in the area of safeguarding policy, practices and risks when required.
- to proactively build and sustain excellent relationships with internal partners and stakeholders, to ensure safeguarding is integrated and actively managed into processes and systems.
- to champion safeguarding at the most senior levels to ensure Senior Leadership Teams and Governors recognise gaps, risks and key reputational issues, and address them.
- to ensure the provision of authoritative advice to decisions and practices with senior colleagues, Senior Leadership Teams and Governors on highly complex and sensitive issues with a school-wide impact.



- to lead on any child abuse allegations by ensuring robust case management, including case tracking and recording, information sharing and referral with relevant competent authorities in a timely manner.
- to ensure accurate reporting of serious incidents to the DSL, SMT and Board of Governors and externally to agencies, to meet regulatory requirements and provide sufficient assurances.
- to lead on organisational preparation and responses to external requests for information on safeguarding (e.g. subject-access requests and media requests).
- to prepare and deliver the annual safeguarding update for all staff in conjunction with DSL in Repton Prep and Repton and coordinate three-yearly training required for all staff members.
- to ensure all new staff and volunteers receive safeguarding training as part of their induction process.
- to assist with the preparation and delivery of Safeguarding training.
- to co-ordinate requests for Child Protection and Safeguarding information about new pupils from their previous schools

Raising awareness:

Working with the DSL in:

- maintaining links with the Derby and Derbyshire Safeguarding Children Partnership to ensure staff are aware of training opportunities and the local policies on safeguarding; and where children leave the School, ensure their child protection file is transferred to the new school or college in the appropriate timescale.
- championing and delivering a culture of safeguarding across the school communities.

Managing referrals:

Working with and deputising for the DSL in:

- referring all cases of suspected neglect or abuse which meet the harms threshold of any pupil at the School to children's social care.
 - supporting staff who make referrals to local authority children's social care.
 - ensuring that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the School's role in this.
 - referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff, in conjunction with the Headmaster.
 - liaising, as required, with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member).
 - referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern.
 - making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child and consider referral to the Secretary of State via the Teacher Regulation Authority (TRA).
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- making referrals to the police where a crime may have been committed which involves a child.
- liaising with the Head in respect of police investigations under section 47 of the Children Act 1989 which involve the School.
- acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.
- overseeing attendance records; referring and managing any cases of children missing education.

Holding and sharing information:

The Director of Safeguarding Compliance (working with the DSL) will:

- ensure that child protection files are kept up to date and that the file is only accessed by those who need to see it, and where the file or content within it is shared, that this happens in line with information sharing advice.
- understand the importance of information sharing, both within the School and with other schools and colleges on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations, and practitioners.
- where a pupil leaves the School, ensure that their safeguarding file is forwarded securely to the new establishment as soon as possible but transferred separately from the main pupil file.
- 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 and understand the purpose of this record keeping.
- take part in strategy discussions and inter-agency meetings, and/or support other staff to do so, to contribute to the assessment of children.
- maintain a log of low-level concerns and ensure that appropriate monitoring and review processes are in place.

E-Safety and Network:

Supporting and advising the Safeguarding Team in:

- monitoring pupil and staff use of the school network: monitoring activity and responding to online safeguarding concerns.
- promoting the delivery of e-safety in the School through the curriculum and additional workshops and presentations.

Mental Health:

- supporting pupil mental health within multi-disciplinary team meetings.
- making appropriate referrals in cases that meet the harms threshold.



The Director of Safeguarding Compliance will support and deputise for the DSL in:

- acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty.
- co-ordinating Prevent Duty procedures in the School.
- maintaining an ongoing training programme on the Prevent Duty for all staff, including induction training for all new employees and keeping records of staff training.
- liaising with local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty.

Training, knowledge and skills:

The Director of Safeguarding Compliance will:

- undertake training to ensure a first-class understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they can readily and effectively identify and respond to the possible signs of abuse and neglect and behaviours or circumstances that are likely to put a child or young person at risk. The DSL and Director of Safeguarding Compliance will also maintain an active interest in developing concerns nationally and locally (including online safety).
- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- understand how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- understand the importance of the role the DSL has in providing information and support to children's social care in order to safeguard and promote the welfare of children.
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- be alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- understand the importance of information sharing, both within the School, and with the safeguarding partners, other agencies, organisations and practitioners; understand and support the School with regards to the requirements of the Prevent Duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.



- understand the unique risks associated with online safety and be confident in having the relevant knowledge and up-to-date capability required to keep children safe whilst they are online at school.
- be able to recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example from online bullying, grooming and radicalisation and be confident in having the capability to support children with SEND to stay safe online.
- obtain access to resources and attend any relevant or refresher training courses.
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the Schools may put in place to protect them.
- understand and work effectively in relation to the Prevent strategy; will know how to access guidance on thresholds for referrals and will know how to make referrals in line with the latest guidance.
- inform colleagues, as required, of emerging needs and patterns of concern, in order that they can be addressed or assimilated into PSHE and other programmes.
- assist in the preparation and delivery of Safeguarding Induction Training and Prevent Training to new staff/volunteers and refresher training to existing staff/volunteers at least annually.
- inform the Director of HR of training that has been delivered to staff and volunteers so that it can be recorded.
- share responsibility with other managers to ensure that all staff, Governors and volunteers read and acknowledge the required aspects of Keeping Children Safe in Education.
- support and supervise as required the other members of the Safeguarding Team, guiding them as appropriate, and helping determine their training needs.
- provide safeguarding training to the pupil body through the PSHE programme, enabling them to recognise abuse, neglect and other emerging welfare concerns. The training must ensure that pupils know how to report a concern about themselves or someone else, and that they will be listened to, and their concerns acted upon.

Other

Any other duty which may be reasonably requested by the line manager.

- For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.
- All staff are expected to comply with the School's Health and Safety policies in the performance of their duties



In and Around Repton

The Repton Village Community

Repton village itself is a thriving community. The village contains a number of shops, pubs, restaurants and takeaways. It also has its own Post Office and a butcher's shop.

There is an active village hall community which has its own community-run café. In addition, Repton School has its own café at the School Sports Centre.

Places of Interest

Repton is situated in the heart of Derbyshire on the northern edge of the National Forest area in rolling countryside. There are many places for walking locally and the Peak District and White Peak area are within easy reach of the village. There are also a number of National Trust properties close by. Places of national interest, such as Chatsworth House, are less than an hour away by car.

Transport Links

Both Derby and Burton-on-Trent have train stations which allow for fast connections to major cities. This includes direct trains from Derby to London. Lichfield Trent Valley also has a direct line to London.

There are also excellent links to local airports, including East Midlands and Birmingham.

Close to Major Cities

Repton is within easy reach of a number of major cities. These include Birmingham, Derby, Nottingham and Leicester.





Information for Candidates

Ideally the chosen candidate will be available to start not later than March 2023, but an earlier start would be welcomed.

Candidates should apply to Mr Mark Semmence (headmaster@repton.org.uk) with a covering letter and a fully completed Repton School application form, which includes the names and addresses of two professional referees, by Friday 25 November at 6pm.

Applicants will be contacted for interview if they have been successful in the short-list process. Interviews will take place in the week commencing **Monday 28 November**.

In accordance with the Children Act any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview, and applicants should be aware that the interview will contain questions relating to the candidate's suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.





REPTON

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