

ROLE PROFILE Part1	Role Title	SAFEGUARDING COORDINATOR			Dept /LPA	PPD
			VETTING LEVEL			
Grade/Rank	Scale 6 TBC					
Responsible To	Safeguarding Staff Managers					
Staff Line Managed	None					
Reviewed by (Manager)	Safeguarding Staff manager name				Date	date
Purpose of Job	To work within Public Protection to enhance safeguarding and reduce risk to vulnerable victims, adults and children. Through research and preparing reports across domestic abuse and adult protection, working with external agencies and through face to face contact.					
Key Accountabilities	1. To research, prepare and administrate written summaries, reports and chronologies for disclosure to partner agencies and for use by police representatives in a variety of Adult/Child safeguarding related meetings. 2. To receive, process and record child and adult referrals from police and agencies and to research and grade all Risk referral Forms and apply structured professional judgement/grading to them. This will also include assessing CSE/CCE (Child Sexual Exploitation/Child Criminal Exploitation) /Missing referrals. 3. To research the relevant police systems including RMS, PNC (Police National Computer) and PND (Police National Database) and intelligence concerning parties to vulnerable adults and child safeguarding enquiries and decision making as to what can be shared with external agencies, conforming with Information sharing protocols and GDPR. 4. To answer enquiries from Police Staff, Officers and external agencies regarding all areas of Public Protection, including CCE/CSE. 5. To create and maintain RMS occurrences, persons and addresses relevant to safeguarding enquiries. Ensure all flagging is completed and maintained and all links are kept relevant in respect of occurrences and persons. 6. To complete specific reports for HRDA/MARAC (High Risk Domestic Abuse/Multi-Agency Risk Assessment Conference) meetings utilising research on all relevant IT systems. 7. To attend HRDA/MARAC meetings for minute & action taking, and where there is a non-police chair represent the Constabulary and write the police reports. 8. To comply with crime recording standards and crime data integrity. 9. To carry out other administrative support duties as required by the role. 10. To communicate with external agencies such as IDVA, CSD and Probation, ensuring all relevant information is gained prior to decision making. 11. Advise and encourage external partners to submit intelligence on community partner information forms. 12. To give regular and effective service.					

	Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. The role holder is required to visit various locations within Hampshire and the Isle of Wight during working hours, and therefore needs to have the ability to travel as necessary. May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.
ROLE PROFILE Part2	
CVF	
Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We Analyse Critically Level 1
Education/Qualifications	Essential: Educated to OCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable: n/s
Experience and Skills	Essential: Experience in an agency environment with experience of participating in multi-agency meetings. Presenting information to meetings. Report writing and communication skills- e.g. the production of clear, concise and accurate records and reports. Experience in evidence gathering including that gathered in an interview type setting. To be computer/keyboard literate and a competent keyboard user. Desirable: n/s