## **Caribbean Template for National School Safety**

## **Focal Point Terms of Reference**

*This document was prepared by Save the Children for the* Climate Smart Education Systems Strategic Capability Initiative (CSESI) in 2025. It is intended to be reviewed at national level for contextualization and localization

**1. Background**

The Ministry of Education (MoE), in collaboration with the National Disaster Management Office (NDMO/NEMO), is committed to advancing the **Comprehensive School Safety Framework (2022–2030)** and the **Caribbean Safe School Initiative (CSSI)**. To support this commitment, a **National School Safety Focal Point** will be designated to lead, coordinate, and monitor school safety actions at the national level, ensuring alignment with education sector priorities, DRM, and climate resilience frameworks.

**2. Purpose**

The National School Safety Focal Point serves as the **primary coordinator** for school safety within the education sector. The role ensures systematic planning, implementation, monitoring, and reporting of school safety initiatives, while fostering collaboration among national and regional stakeholders.

**3. Key Responsibilities**

**A. Coordination & Leadership**

* Act as the liaison between the MoE, NDMO/NEMO, and other relevant ministries/agencies (health, infrastructure, finance, climate change, youth).
* Convene and support a **National School Safety Committee** (if established) or related coordination body.
* Represent the MoE in regional CSSI activities and knowledge-sharing forums.
* Engage participation of MoE colleagues from: strategic planning, EMIS, administration, student services, in-service and pre-service training, asset management and infrastructure, curriculum development for coverage of enabling systems and policies and CSSF Pillars 1, 2, and 3, and district officers who are designated as focal points for school safety.

**B. Policy & Planning**

* Integrate school safety priorities into **Education Sector Plans**, NAPs, NDCs, and DRM strategies.
* Ensure consistency with the **Caribbean Roadmap on School Safety** and the CSSF.
* Contribute to the design of national policies, regulations, and budget proposals related to safe schools.

**C. Technical Support & Capacity Building**

* Provide technical guidance to district education officers, school leaders, and teachers on risk assessment, preparedness, and response planning.
* Facilitate training programs, workshops, and simulation exercises in collaboration with NDMO/NEMO and partners.
* Oversee adaptation of international or regional training packages (e.g., USAID School Safety Course) for local use.

**D. Monitoring & Reporting**

* Lead data collection and reporting on **CSS Policy Survey** and national monitoring indicators.
* Support integration of school safety indicators into **Education Management Information Systems (EMIS)**.
* Produce annual reports on progress and gaps in school safety implementation.

**E. Advocacy & Resource Mobilization**

* Advocate for dedicated **budget lines** for school safety within the MoE.
* Support proposals for **climate and resilience financing** (e.g., Green Climate Fund, Adaptation Fund).
* Promote youth and community engagement in school safety initiatives.

**4. Qualifications & Competencies**

* Bachelor’s degree in Education, Disaster Management, Public Policy, or related field (Master’s preferred).
* Minimum 5 years’ experience in education planning, disaster risk management, or related coordination roles.
* Demonstrated knowledge of the CSSF, DRR, climate change adaptation, and education sector governance.
* Strong facilitation, coordination, and partnership-building skills.
* Excellent communication skills, with the ability to engage stakeholders from school to ministerial level.
* Proficiency in project management and use of digital tools for monitoring and reporting.

**5. Reporting & Accountability**

* Reports directly to the **Permanent Secretary/Chief Education Officer** within the MoE.
* Works in close collaboration with the **Director of NDMO/NEMO** and designated national DRM/climate focal points.
* Provides quarterly updates to the **National School Safety Committee** and contributes to CSSI regional reporting.

**6. Duration & Level of Effort**

* Appointed for a renewable term of **two years**, aligned with national education planning cycles.
* Full-time position within the MoE, with dedicated budgetary support.

**7. Resources & Support**

* Office space, administrative support, and operational budget provided by the MoE.
* Access to regional training, peer learning, and technical assistance through CSSI and CDEMA.