



## Job Description

<b>Job Title:</b> Independent Safeguarding Reviewing Officer	<b>Service Area:</b> Quality Assurance and Safeguarding
<b>Directorate:</b> <b>Children Services</b>	<b>Reports to:</b> Independent Safeguarding Reviewing Manager
<b>Grade:</b> JM 3	<b>Date last updated:</b> January 2021
<b>Responsible For:</b> Chairing Statutory Reviews for Children in Care and Child Protection Case Conferences, LADO cover and undertaking Quality Assurance activity.	

Responsible For

1. Job Outline and Purpose of Role	
1.1	Responsible for chairing Statutory Reviews for Children in Care, Child Protection Case Conferences and managing allegations against staff and volunteers (LADO) Ensuring statutory childcare duties are met, national minimum standards and regulations are complied with, high standards of recognised professional practice are delivered. Work effectively with partners from other agencies to support individual children and families and improve their life chances
1.2	To promote full and active participation of children and their families in meetings, including meeting children on their own and seeking their views to inform care planning and wishes and feelings
1.3	To implement and follow the Good Practice Dispute Resolution Protocol
1.4	To monitor the Local Authorities performance of their statutory functions in relation to each child who is looked after and acting as critical friend to support continued improvements towards best practice
1.5	To chair statutory multi-disciplinary, multi- agency meetings in order to minimise risk of harm to children subject to Child Protection Plans and Children in Care. To promote stability and permanency. In addition, the role will support the LADO function
1.6	To represent the department at other relevant meetings
1.7	To participate in Quality Assurance activity, that will include process for Children in Care, Children supported by Child Protection, Child In Need and Family Wellbeing plans, as part of the wider Quality Assurance the department undertake.

2. Job Context	
2.1	The post requires the applicant to possess extensive knowledge of key legislation and

	research including, Care Planning, Placement and Case Review Regulations and a working knowledge of the IRO Handbook, 2010.
2.2	The post holder will be expected to ensure that high quality services are being delivered to children, providing constructive challenge where needed and regularly reviewing care plans and ensuring scrutiny of threshold when chairing child protection case conferences
2.3	The post holder will need to possess excellent chairing skills to confidently manage complex meetings whilst ensuring the active participation of children and young people in their review process. The post holder must be able to ensure effective decisions are made for Children in Care and monitor those decisions in line with Working Together 2018 and the Care Placement, Planning and Review Regulations.
2.4	The post holder reports directly to the Independent Safeguarding Reviewing Manager
2.5	The post holder has no line management responsibility; You will be expected to provide professional leadership, decision making advice and support to ensure appropriate decision making in line with delegated responsibilities
2.6	The post holder has no budgetary responsibility.
2.7	The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet the needs of the children we work with.
2.8	The post holder has a major responsibility for monitoring and evaluating practice and provision as a corporate parent.

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The management team structures within Children's Services operate with a high degree of collaboration and flexibility, and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post

### Person Specification

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Assessment Criteria	Essential	Desirable
<b>Education and Experience</b>	<p>Social Work Qualification (DipSW/CQSW/CSS) Registered with Social Work, England</p> <p>At least 5 years post qualification experience of statutory childcare work including child protection and children in care</p>	Management qualification

<b>Personal Skills</b>	<p>Demonstrate ability to:</p> <ul style="list-style-type: none"> <li>show initiative and self-reliance.</li> <li>demonstrate good communication skills - oral and written.</li> <li>be adaptable and able to respond to requests or requirements at short notice.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• be able to work effectively with families, young people and other agencies.</li> <li>• be able to provide direction to others.</li> <li>• be able to assess risks and work positively with families to develop a protection plan.</li> <li>• be able to prioritise work and deliver to deadlines.</li> </ul>	
<b>Special Working Conditions</b>	Valid driving licence and own transport, or be able to provide alternative, suitable method of travel.	
<b>General Requirements</b>	<p>To be aware of and always understand the council's Equality Scheme and ensure that the duties of the post are carried out in accordance with the policy</p> <p>To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.</p> <p>To enable multi-agency working for children in need of protection and those who are looked after by the local authority.</p> <p>To work as an independent resource and quality assurance team for the department to ensure all social works and team managers are compliant with government regulation and performance targets.</p> <p>To undertake any other duties commensurate with the grade of the post.</p>	
<b>Other</b>	<p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed)</p> <p>.</p>	