

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Children Families and Education

DIVISION: Early Help and Childrens Social Care

JOB TITLE: **Independent Reviewing Officer**

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

Job Title:	Independent Reviewing Officer
Department:	Children Families and Education
Division:	Early Help and Childrens Social Care
Grade:	Grade 15 - 16
Hours (per week):	36
Reports to:	Operational Managers, Quality Assurance
Responsible for:	N/A
Role Purpose and Role Dimensions:	To be responsible, in the role of Chair Person, for providing a safeguarding and reviewing service to children and young people who are looked after. To provide advice and consultation on issues of care planning and quality of services to all agencies involved in caring for looked after children and young people. To ensure that children and young people who are looked after receive the services to which they are entitled.
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
Key External Contacts:	To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.
Key Internal Contacts:	<ul style="list-style-type: none">• Managers of the Quality Assurance and Safeguarding Service• Social Workers, Unit and Delivery Managers within the Children, Families and Learning Service• Legal Services personnel• Business Support managers and staff• Heads of Service and Directors

Financial Dimensions: N/A

Key Areas for Decision Making:

- To make appropriate decisions and recommendations necessary to ensure that children Looked After are protected safeguarded, and receive appropriate services.
- Within looked after children reviews to ensure that each child has a written implemented multi- agency plan.
- To negotiate with partner agencies the development of fit for purpose care plans for children under review to ensure resources are effectively deployed to meet the needs of children

Other Considerations: The post will require travel around the London Borough of Croydon and other areas.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

Enhanced DBS and childrens and adults barred list

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

select from drop down

Key Accountabilities and Result Areas:

To Chair Looked After Children Reviews in accordance with regulations, procedures, protocols and best practice guidance.

Key Elements:

This will involve:

- Ensuring that Looked After Children's Reviews take place according to regulatory requirements and practice guidance.
- To involve children and young people in the decision making and to promote the co-chairing of meetings by young people.

- To ensure that care plans made are of good quality, are deliverable and with measurable outcomes designed to meet the needs of individual children.
- To make line managers aware of any cases that may give cause for concern due to drift, conflict, practice or any other reason.
- To ensure that the wishes and feelings of children are ascertained, understood and considered at every review.
- To positively promote and encourage family participation at reviews and to facilitate active participation by children and young people.
- Critical appraisal of the care plan and implementation of appropriate action when appropriate including assistance to the child in obtaining legal advice.
- To produce minutes of reviews which are accurate, timely and comply with practice guidance.
- To ensure that all the looked after forms and records are completed and that key agencies have been consulted, or if appropriate invited to the review.

To Chair other internal or multi agency meetings.

This will involve:

- Chairing complex strategy meetings or meetings concerning individual children who may be missing or at risk.
- Chairing multi-agency meetings regarding specific groups of children as requested/required

Where appropriate, and in consultation with Quality Assurance managers, to chair Child Protection Conferences and Child In Need meetings as required with appropriate support.

To support the maintenance of the review process for all Looked After Children and Young people

This will involve:

- Participation in the service duty rota to cover meetings arranged at short notice, or to cover the absence of colleagues

To provide support to operational Teams/ Services

This will involve:

- Providing a Linking function with teams/services both within the Division and externally to ensure effective partnership working and cooperation
- To provide consultation to social workers and their managers as appropriate regarding care planning and the management of Looked After children
- To raise significant issues regarding care planning and progress to permanence with managers at the appropriate level via both formal and informal approaches
- To support the identification of thematic issues regarding care planning and service delivery.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title:	Independent Reviewing Officer
Essential knowledge:	<p>All relevant statutory guidance and legislation which deals with CIN, CP and LAC including:</p> <ul style="list-style-type: none">• The Children Act 1989 and 2004• Working Together to Safeguard Children 2013• The London Child Protection Procedures <p>Relevant research evidence around effective interventions to help children and families.</p> <p>Child development.</p>
Essential skills and abilities:	<p>Expertise in working on looked after children cases.</p> <p>Skills in chairing complex meetings.</p> <p>The ability to manage complex information, contribute to plans and achieve excellent outcomes in service delivery.</p> <p>High level analytical skills and able to conceptualise in terms of outcomes.</p> <p>Research knowledge of development and what works to help children.</p> <p>Research knowledge of the impact on children of domestic violence, parental drug abuse and mental health.</p> <p>Ability to work within a Systemic Framework.</p> <p>Excellent level of written and oral communication skills.</p> <p>Ability to inspire and lead in respect of good practice.</p> <p>Able to influence and persuade effectively.</p> <p>Able to engage and communicate with children, young people and parents.</p> <p>Ability to adapt to changing circumstances and transfer chairing skills to a variety of settings and requirements</p>
Essential experience:	<p>To be of advanced social worker/practitioner status</p> <p>Experience of overseeing social work practice, preferably at managerial level.</p> <p>Working effectively on safeguarding and complex LAC cases.</p> <p>Experience of achieving good outcomes in safeguarding and LAC cases.</p> <p>Experience of applying evidence based interventions.</p> <p>Experience of contributing to service improvement initiatives.</p> <p>Experience of enabling and empowering others to develop their practice.</p> <p>Experience of working effectively in partnership with a range of others.</p>
Special conditions:	<p>A recognised social work qualification is required and registration with the HCPC.</p> <p>Travel out of Borough will be required.</p>