| Role Structure | Role Details |
| --- | --- |
| Directorate: | Children & Young People |
| Grade: | HC10 |
| Location: | Hereford |
| Responsible to: | Service Manager Safeguarding & Review |

# Job Description

**Safeguarding and Review**

**Manager**

**Safeguarding and Review**

## Main purpose of the role

* To ensure the delivery of effective and purposeful planning for children in need within Herefordshire,

including children in need of protection and children in need of accommodation

* To be responsible for the co-ordination and chairing of Child Protection Conferences, Looked After

Children Reviews, Adoption Reviews and all other meetings as directed in statute, policy and procedures

* To quality assure the child protection process and looked after children process
* To strive to enshrine positive outcomes for children and young people
* To ensure meaningful participation of children and their families in the child protection and looked after

children process

* To maintain and develop management information about operational practice and report to relevant

managers using established processes

* To develop and maintain systems which will establish consistency and quality of practice throughout the

County

* To participate in the overall management of the Safeguarding and Quality Assurance Services
* To promote and implement Council, Directorate and HSCB policies and procedures, and to act in

accordance with agreed Service principles and practices

* To undertake the role of Local Authority Designated Officer in relation to the allegations against people

who work with children

* To ensure that the diverse needs of Herefordshire children in the child protection or looked after children

process are identified and addressed

* Key responsibilities for effective performance management and ensuring best possible outcomes

within Children’s Services

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * To provide consultation, advice and information to operational staff in the Children’s Services Directorate and in other agencies (as requested) on matters relating to Child Protection work | * Ongoing |
| * To challenge Senior Managers where there are concerns around practice and process including raising specific issues and (LAC) cases with CAFCASS | * Ongoing |
| * To contribute to the amendment and updating of Child Protection and Looked After Children Procedures and Interagency Guidance | * Ongoing |
| * To provide independent chairing of child protection conferences and looked after children’s reviews | * Ongoing |
| * To contribute to relevant meetings for children in need of support; protection; accommodation in line with statutory guidance | * Ongoing |
| * To ensure that Child Protection Conferences and Looked After Children Reviews are arranged and chaired in accordance with existing procedures | * As required |
| * To ensure that the minutes of meetings are of a high and consistent standard | * As required |
| * To develop and maintain management information pertaining to child protection work | * Daily |
| * To provide an independent perspective in the formulation and monitoring of plans for children in need, children in need of protection and children in care | * Ongoing |
| * To ensure that child protection conferences are conducted and take decisions required of them in an informed and objective way to support best outcomes | * Ongoing |
| * To assist in maintaining the list of children subject to Child Protection Plans | * Ongoing |
| * To collate and provide statistical information for the Directorate and for Herefordshire Safeguarding Children Board | * Ongoing |
| * To undertake the role of Local Authority Designated Officer in relation to allegations against people who work with children or hold positions of trust | * Ongoing |
| * To develop and maintain systems which will ensure consistency and quality of practice throughout the County | * Daily |
| * To ensure that Child Protection and Looked After Children Plans are monitored and reviewed | * Daily |
| * To liaise with relevant staff in other agencies who have responsibility for Child Protection concerning the development of child protection practices and procedures | * Daily |
| * To maintain safe working practices for self and others and be compliant with the Council’s health and safety policy and procedures | * Daily |
| * To work in a way that promotes equality and diversity as they relate to the role | * Daily |
| * To ensure adherence to Government and Directorate procedures and guidance in respect of the provision and regulation of services for children | * Daily |
| * To ensure that the Directorate meets key performance targets | * Daily |
| * To develop, promote and implement Directorate policies and procedures, best practice standards and quality assurance systems, in co-operation with the Social Work Academy | * Daily |
| * To actively undertake a role in the Quality assurance and audit process and monitor and report on case audit and assess the quality of provision | * As required |
| * To promote and develop the participation of children and their families in the planning and provision of services, to ensure their views inform service developments | * Daily |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Registered Social Worker with the HCPC holding of one of: CQSW, CSS, Dip SW, BA or MA in SW or equivalent qualification | Essential | A, I |
| **Experience & Knowledge** | | |
| * At least four years’ experience in child care, including some experience in management | Essential | A, I |
| * 2 or more years’ experience at team manager level or above | Desirable | A, I |
| * Substantial knowledge of child care legislation an government guidance in relation to child protection and looked after children | Essential | A, I |
| * Experience of chairing child protection conferences and looked after children reviews | Desirable | A, I |
| **Skills and Abilities** | | |
| * An ability to chair complex meeting that include parents and the multi-agency network | Essential | A, I |
| * Ability to focus on the needs of the child and to challenge the plans of the local authority | Essential | A, I |
| * Ability to work constructively with practitioner and management staff at all levels within both Children’s Well-being and the multi-agency network | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

This image displays the council's values: 

People, Excellence, Openness, Partnership, Listening and Environment

As well as the Behaviours:

Focus on outcomes, Fixing Things, Valuing Difference, Personal Responsibility, Busting Boundaries, Personal Responsibility, People Focus, Performance Balance and being Transparent and Accountable. Our values are what we represent as a council and our behaviours are how we act to get things

done to reach our potential.