

Job Description

Safeguarding and Review Manager

Safeguarding and Review

Role Structure	Role Details
Directorate:	Children & Young People
Grade:	HC11
Location:	Hereford
Responsible to:	Service Manager Safeguarding & 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



Key Duties and Responsibilities	Frequency of Task
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

Requirements	Essential or Desirable	Identified by A – Application I – Interview
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

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They **help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA** and the "way that we do things around here". **We expect all colleagues to act as a role model by living our values and setting an example for others.** Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

