

Job Profile comprising Job Description and Person Specification

Job Description

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| Job Title: Independent Reviewing Officer / Child Protection Coordinator | Grade: PO6 |
| Section: Childrens Planning and Review Team, Safeguarding Standards Service | Directorate: Childrens Services |
| Responsible to following manager: Safeguarding Children Service Manager | Responsible for following staff: N/A |
| Post Number/s SC7100/SC929 | Last review date: 2017 |

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

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| Job Purpose |
| <ul style="list-style-type: none"> To provide a quality assurance service to children in need of protection and children looked after across Childrens Services; this includes providing leadership and contribution to the development and quality assurance of service standards and practice. |
| <ul style="list-style-type: none"> To ensure a high quality of planning for children and ensure that all statutory duties are carried out to safeguard and promote the welfare of children |
| <ul style="list-style-type: none"> To chair reviews of Children Looked After and Child Protection conferences to a high standard within required statutory timescales and to the agreed Signs of Safety practice framework. |
| <ul style="list-style-type: none"> To chair strategy meetings for complex investigations and allegations against trusted adults. |

Specific Duties and Responsibilities

To work as an independent reviewing officer for children looked after, carrying out the role in accordance with statutory guidance (IRO Handbook, Care Planning Regulations, Working Together to Safeguard Children and departmental practice standards). This includes the requirements to:

- To monitor the performance by the Local Authority of their functions in relation to a child's case
- To facilitate and promote the participation of a child within their review and ensure that any ascertained wishes and feelings of the child are given due consideration in the planning and review process
- To raise Dispute Resolution alerts where threshold is met, and challenges can't be resolved informally
- To chair the reviews of children looked after and monitor the child's case on an on-going basis
- To chair Child Protection conferences ensuring that these meet the quality standards laid down by the department and conform to expectation of WTSC and London Child Protection procedures
- To provide consultation and advice on key safeguarding thresholds to Managers and Practitioners
- To undertake mid ways reviews of all children looked after or those subject to child protection plans and retain quality assurance oversight of the plans for children
- To work in conjunction with the operational managers and all other staff to ensure that child protection and looked after children systems are fully and effectively implemented within the service
- To provide consultation to professionals across the children's partnership about child protection allegations against trusted adults in a paid or unpaid capacity.
- To convene and chair strategy meetings about complex child abuse and allegations against trusted adults
- To chair and/or be a member of the secure accommodation review panel (under section 25 of Children's Act)
- To chair adoption and permanent fostering disruption meetings in relation to permanent placements.
- To provide advice and guidance to colleagues about legislation, government guidance, learning from audit/Serious Case Reviews and research
- To be responsible for ensuring that child protection conferences and LAC review meetings conform to statutory timescales and are carried out to a high standard
- To ensure the effective and active participation of children, young people and their parents and wider families in child protection conferences and review meetings for children looked after
- To promote access to advocacy services for children and families involved in the service
- To input and maintain records of child protection conferences and LAC reviews and other quality assurance oversight including midway reviews relating to children on their electronic case records

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| <ul style="list-style-type: none"> To work with operational managers to ensure that quality standards are met in relation to staff performance through support and challenge |
| <ul style="list-style-type: none"> To develop, quality assure and apply policies and procedures about Looked after Children and Child Protection in conjunction with internal teams, senior managers, and external partner agencies |
| <ul style="list-style-type: none"> To promote and deliver a link relationship with an identified team or service |
| <ul style="list-style-type: none"> To carry out audits, surveys, and research initiatives to support the quality assurance remit of the service |
| <ul style="list-style-type: none"> To monitor performance indicators and practice standards; to contribute to the production of quarterly reports for the Children's Services Department, the children's Safeguarding Partnership and Corporate Parenting Panel |
| <ul style="list-style-type: none"> To recognise health and safety is a responsibility of every employee to take reasonable care of self and others and to comply with the Wandsworth and Richmond Councils Health and Safety Policy and any service specific procedures/rules that apply to this role |

| Generic Duties and Responsibilities |
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| <ul style="list-style-type: none"> To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond |
| <ul style="list-style-type: none"> To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety |
| <ul style="list-style-type: none"> To adhere to security controls and requirements as mandated by the SSA's policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems |
| <ul style="list-style-type: none"> To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected |
| <ul style="list-style-type: none"> To understand both Councils' duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council |
| <ul style="list-style-type: none"> The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post |

| Additional Information |
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| <ul style="list-style-type: none"> To represent the department in meetings and joint working arrangements with other agencies |
| <ul style="list-style-type: none"> To work as part of children services management team and represent the service in interagency or corporate forums as appropriate |
| <ul style="list-style-type: none"> To provide training and information to Wandsworth Council staff and partners as required |
| <ul style="list-style-type: none"> To contribute to children's services strategic planning and development |
| <ul style="list-style-type: none"> To ensure all actions carried out comply with council's policy, the council's standing orders and the council's financial regulations and the code of conduct for council officers |

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| <ul style="list-style-type: none"> • To promote equality and diversity as an integral part of the role and to treat everyone with respect and dignity |
| <ul style="list-style-type: none"> • To be a member of the departments fostering or adoption and permanency panels as appropriate |
| <ul style="list-style-type: none"> • To take on responsibility for an area of interagency liaison or other specific projects as required |
| <ul style="list-style-type: none"> • To keep up to date with research and practice developments in relation to children looked after |
| <ul style="list-style-type: none"> • To carry out additional duties as required |
| <ul style="list-style-type: none"> • To be fully aware and understand the duties and responsibilities arising from the Children Acts 1989 and 2004, and Working Together to Safeguard Children in relation to child protection and safeguarding children and young people as this applies to your role within the council |

Person Specification

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| Job Title: Independent Reviewing Officer /Child Protection Coordinator | Grade: PO6 |
| Section: Childrens Planning and Review Team. | Directorate: Childrens Services Dept |
| Responsible to: Head of Safeguarding Standards | Responsible for: N/A |
| Post Number/s: | Last Review Date: |

| Our Values and Behaviours¹ |
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| The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular – |
| <ul style="list-style-type: none"> • taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work • continuously seeking better value for money and improved outcomes at lower cost • focusing on residents and service users, and ensuring they receive the highest standards of service provision • taking a team approach that values collaboration and partnership working. |

| Person Specification Requirements | Assessed by A/I/ T/ C (see below for explanation) |
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| Knowledge | |
| • At least 5 years’ experience in a social work safeguarding role | A |
| • Extensive knowledge of child abuse/harm and its effect on children | A/I |
| • Extensive knowledge about the reason’s children become looked after and the vulnerability that arises from being a child looked after. | A/I |
| • Knowledge of factors that improve the quality of life and life chances of children in public care. | A |
| • Knowledge of the statutory duties within IRO handbook, Working Together to Safeguard Children, London Child Protection Procedures, Care Planning regulations and other relevant guidance. | A/I |
| • Knowledge of the Signs of Safety practice framework and its application to child protection conferences and child looked after reviews | I |

| Experience | |
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| • Experience of supervision and management of social workers working with children looked after and children subject to child protection plans | A/I |
| • Substantial experience working with looked after children including Family Court proceeding | A/I |

¹ These values and behaviours will be developed further as the SSA becomes established.

| Skills | |
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| • Ability to challenge effectively to ensure the best outcomes for children and manage conflict and disagreement effectively – the role involves quality assuring the work of front-line staff and managing relationships to deliver service improvements | A/I |
| • Ability to involve young people, parents, and carers in meetings and in decision making | A/I |
| • Ability to work within timescales; to organise own workload and manage time effectively | I |
| • The ability to authoritatively chair key multi agency meetings ensuring that all agencies contribute appropriately and that sound decisions are made | A/I |
| • Ability to write reports, to undertake audits and analyse data | A/I |
| • Ability to work flexibly in a multi-disciplinary environment including attending evening meetings | A/I |
| • Demonstrate values that place the child at the centre of your work | I |
| • Evidence of commitment to working confidently and sensitively with diversity in all aspects of your role | I |
| • Ability assimilate and assess information regarding the risk to children; to articulate assessment of risk. | |
| • To ensure that there is clear, effective, and contemporaneous recording on children's files of all involvement of Quality Assurance | |
| Qualifications | |
| • SW England registered social worker and degree/diploma in Social Work or equivalent | A |
| • PQSW or equivalent desirable | A |

A – Application form

I – Interview

T – Test

C - Certificate