

## Job description

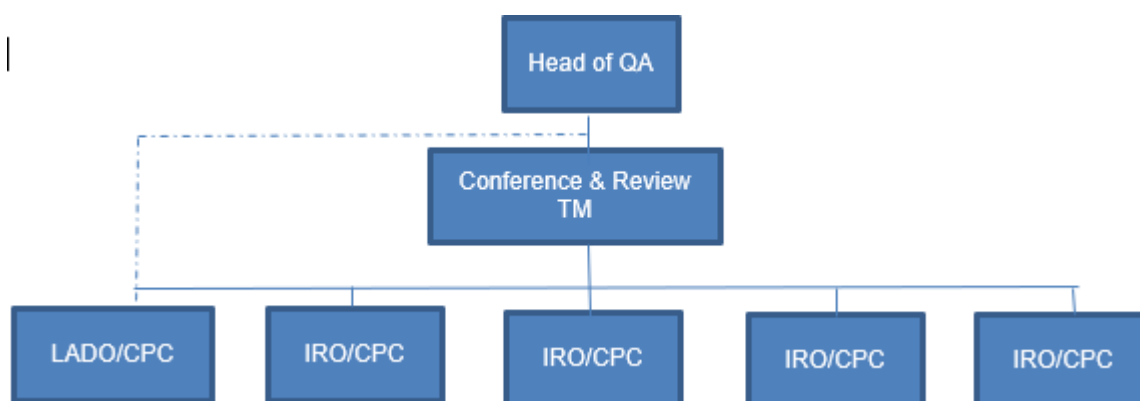
|                     |                                                                            |                    |                                                                                                            |
|---------------------|----------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>   | <b>Child Protection Conference Chair and Independent Reviewing Officer</b> |                    |                                                                                                            |
| <b>Directorate:</b> | <b>People</b>                                                              | <b>Salary:</b>     | <b>£63,107 - £65,386 per year<br/>plus £753 London Weighting<br/>and £963 Essential Car User Allowance</b> |
| <b>Section:</b>     | <b>Commissioning</b>                                                       | <b>Grade:</b>      | <b>BG-C, SCP 49 to 51</b>                                                                                  |
| <b>Location:</b>    | <b>Time Square</b>                                                         | <b>Work Style:</b> | <b>Flexible Working</b>                                                                                    |

### Key Objectives of the role

- To be responsible for ensuring the council fulfils its obligations to safeguarding children and ensuring the well-being of children in care compliant with the Children Act 1989, the Children Act 2004, The Children Act (Leaving Care), Working Together to Safeguard Children 2018, the Independent Reviewing Officers Statutory Handbook and Bracknell Forest's Child Protection Procedures.
- To contribute to all strategic matters related to establishing, reviewing and further developing structures, processes and best practices in Child Looked After Reviews and Child Protection Conferences.
- To ensure that Child Protection Plans and Child Looked After Care Plans are fully progressed, that children are safeguarded, and their well-being promoted.
- Quality assuring the care planning arrangements for each child, ensuring their wishes and feelings fully contribute to the planning for them and in line with the statutory guidance for Independent Reviewing Officers.
- Chairing of child protection conferences and related quality assurance activity in line with child protection procedures and ensuring the voice of the child is central to the safeguarding arrangements for them.
- Contribute to service and directorate wide quality assurance activity to support learning and development across the workforce.
- To work independently and to monitor the progression of children's plans between reviews and conferences, utilising the statutory Escalation Process to promote positive outcomes for children and to effectively challenge poor practice if identified.
- Engage in the quality assurance programme of activity across the People Directorate through auditing work to ensure learning and development of the workforce towards meeting statutory requirements and best practices when working with and safeguarding children and vulnerable adults.
- To carry out LADO functions when required.

- To carry out any other reasonable activities when required commensurate with the role and position within the service.

### Designation of post and position within departmental structure



### Daily and monthly responsibilities

- Maintain up to date and detailed knowledge of all relevant government policy, legislation, statutory guidance, and evidence from research and ensure that the practice and operational standards across Children Social Care in relation to Child Protection and Children Looked After are complied with and colleagues held accountable alongside your own accountability.
- Prepare for and chair Looked After Reviews in accordance with legislation and statutory guidance and ensure children and young people fully contribute to the planning for them. These reviews may take place within the borough or in other parts of the UK dependent on where the child is placed. This work includes arranging, attending and recording pre-discussions with social workers and/or their managers.
- Prepare for and chair Child Protection Conferences in accordance with legislation and local procedures and ensuring the voice of the child is central to the safeguarding arrangements for them. This includes arranging, attending and recording pre-discussions with social workers and/or their managers.
- Following the Child Protection Conference and Child Looked After Review, ensure documents are completed in line with statutory and local procedures. This includes writing the child's Plan, minutes and inputting data into authorised systems for social workers and their managers to progress the plans and support senior managers in strategic planning.
- Meet with the child prior to their Child Looked After Review and liaise with parents as part of the Child Looked After Review process, ensuring their voice is heard and informs the decision making at the review.

- Meet with parents prior to the Child Protection Conference to ensure the work done with them by the social work team is understood and take appropriate escalation action with case managers when parents have not been prepared for the conference, in line with fair and anti-discriminatory practice.
- Drive timely outcomes for children and young people through monitoring and liaison with social workers and their managers and use the escalation process as appropriate, keeping the child at the centre of scrutiny and oversight of casework. This will involve offering a critical perspective and appropriate challenge if required, reviewing responses and escalating further if required bypassing stages in the escalation process to ensure appropriate and timely planning for children. Escalation can include a referral to CAFCASS and seeking independent legal advice.
- Monitor and audit cases to ensure progress of plans and the achievement of timely outcomes for children and young people. This includes arranging and carrying out midway reviews of cases and escalating with managers when work is not progressed.
- Contribute to the annual review of foster carers by providing written report on their performance as a foster carer, observed during Child Looked After reviews and scrutiny of the Care Plan.
- Maintain independent oversight and accountability on cases, providing feedback to senior managers, CAFCASS, the court and other professionals.
- Attend and contribute case knowledge and expertise to the Child Protection Panel.
- Engage in the Bracknell Forest Safeguarding Board's 'Safeguarding Practice Reviews' as independent report writers, panel members and subject matter experts.
- Contribute to the learning and development of ASYEs through observation and written feedback on their practice.
- Act as consultant to managers, social work staff and other agencies on Children Looked After and Child Protection to ensure standards and best practices are maintained.
- Contribute to the planning and delivering of a robust induction programme for new staff across Children Social Care to promote practice at required standards and an awareness of the role and accountability of the IRO and CPC and its quality assurance, monitoring, scrutiny and escalation functions.
- Support with the delivery of single and multi-agency safeguarding training to internal colleagues and external partner agencies.
- Attend and contribute to local and national network forums to share good practice, learning and development so that best practices are promoted and supported within the social work workforce in the council.
- Contribute to SILSIP activities led by the Child Participation Officer and liaise with Children Looked After on their key issues for presentation to councillors and the Chief Executive.

- Chair other complex meetings when required including disruption meetings and secure review panels to provide expert skills and knowledge to inform the decision making for the child.
- Engage in the quality assurance programme of activity across the People Directorate through auditing work to ensure learning and development of the workforce towards meeting statutory requirements and best practices when working with, and safeguarding children and vulnerable adults. This includes contributing to and supporting the social work workforce to learn from audit findings.
- Undertake LADO functions when required.
- Carry out any other reasonable activities when required commensurate with the role and position within the service.

### Scope of role

This is a demanding post requiring extensive experience and skills in safeguarding as well as operational and management skills.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

To deputise for the conference and review manager in their absence as well as cover for a CSC Team Manager under exceptional circumstances as long as not conflicting with cases they are IRO/CPC for.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## Person specification

| KEY CRITERIA                                                            | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | DESIRABLE                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skills and qualifications</b>                                        | <p>Social work qualification</p> <p>Registration with Social Work England</p> <p>Significant knowledge, understanding and experience of the safeguarding children legislation specifically the Children Act 1989, and the Children Act 2004; Working Together to Safeguard Children 2018 including Allegations against Staff and Volunteers; the Education Act 2002, and Keeping Children Safe in Education 2020.</p> <p>Sound demonstrable evidence of management experience in Children's Social Care.</p> <p>Understanding of the legal process surrounding local authority care orders</p>                                                                                                                                                                                                                                             | <p>Experience as Child Protection Conference Chair</p> <p>Experience as Independent Review Officer</p> <p>Experience of handling allegations against staff and volunteers</p> <p>Post Qualifying Award in Child Care</p> <p>Supervision/management qualification</p> <p>Motivational Interviewing skills and Strengths Based work</p> |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <p>Understanding of and commitment to the safeguarding of children, young people, vulnerable adults and promoting their welfare.</p> <p>A thorough understanding of the relevant legislation, guidance, government policy and initiatives, good practice and research findings related to the role, as well as a working knowledge of key partner agencies which are relevant to the functions of this role.</p> <p>Ability to liaise constructively with service users and professionals from a wide range of disciplines and agencies.</p> <p>Experience of Child Looked After Reviews.</p> <p>Experience of Child Protection Conferences.</p> <p>Substantial knowledge and understanding of risk assessment within a safeguarding context.</p> <p>Committed to providing a service that respects children and young people's rights</p> |                                                                                                                                                                                                                                                                                                                                       |

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Understand the principles underpinning an Equal Opportunities Framework and using this to promote service delivery.

Highly developed communication and presentation skills at all levels.

Experience in quality assurance activity and driving practice improvements when working with children and families to safeguard children and promote their welfare.

Skilled in report writing

Experience of providing social work supervision and support

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**Work-related  
Personal  
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

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**Other Work  
Requirements**

A satisfactory enhanced Disclosure and Barring Service check.

The ability to converse easily with members of the public and respond effectively to questions in spoken English

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**Role models  
and  
demonstrates  
the  
Council's  
values and  
behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**