

## JOB DESCRIPTION

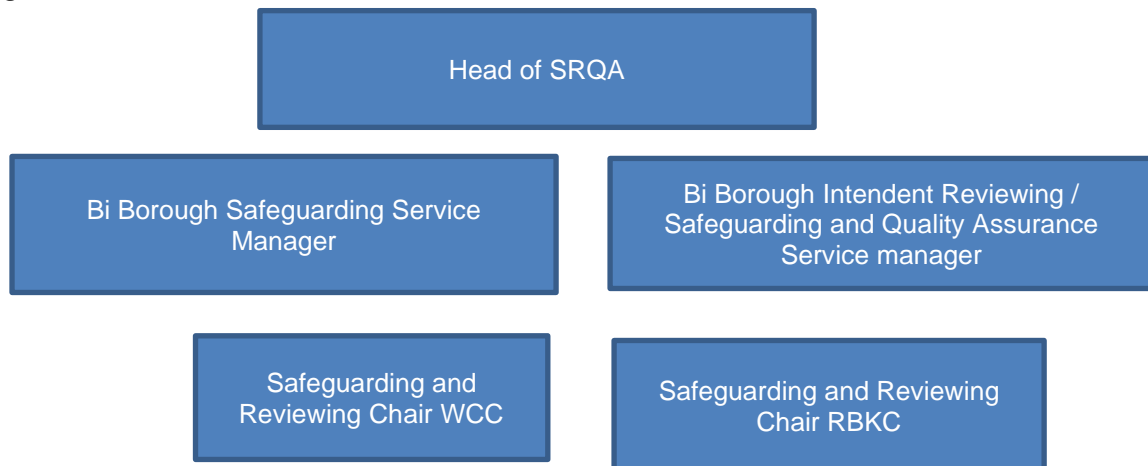
	Safeguarding and Reviewing Chair
<b>Position Number(s)</b>	50989465
<b>Department</b>	Children's Services
<b>Section or Service</b>	Safeguarding Review and Quality Assurance
<b>Grade</b>	HMgn161

### DESIGNATION:

<b>Responsible to:</b>	Safeguarding Service Manager
<b>Employees directly supervised (if applicable):</b>	None

### Family Tree

*Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.*



### 1. JOB PURPOSE:

To provide a consistent and high-quality service to frontline teams in the chairing and

management of statutory reviews for children Looked After and of child protection case conferences, as governed by the requirements of:

- the Children Acts 1989 and 2004;
- the statutory guidance for the Review of Children's Cases 1991;
- the Adoption & Children Act 2002, specifically the Review of Children's Cases (Amendment) (England) Regulations 2004 – IRO Guidance;
- Working Together to Safeguard Children: July 2018,
- Children and Social Work Act 2017
- London Child Protection Procedures (2018).

**Responsible for:**

Providing advice and consultation to Managers and Social Workers and to relevant professional staff from partner agencies, as to practice and procedural matters relating to children in need of protection, children Looked After, and where there are specific issues of complexity.

**2. DESCRIPTION OF DUTIES:**

- To work effectively as part of the Children's Services Safeguarding Review & Quality Assurance Service.
- To chair and be accountable for decision making in child protection case conferences and statutory reviews for children in care, ensuring that requirements are met arising from the legislative framework, statutory guidance and departmental policy. This includes ensuring that statutory reviews and conferences for children are held within the appropriate time scales.
- To provide a timely written record of the discussion and decisions made in a statutory review of a child in care. To provide a timely written record of the decisions made in a child protection case conference.
- To promote and model practice that is respectful of parents and children, and takes account of their views, rights and responsibilities. To facilitate the participation of children, young people and their families in the statutory review process for children in care, and in the child protection case conference process, being mindful of individual needs and the relevant risk assessments.
- To work within the systemic practice model, with a focus on relationships and dialogue as a way of working alongside families to create change.
- *To assess and make complex decisions about the safeguarding of vulnerable children using traditional policy and procedure, alongside our successful systemic practice model. This will require you to support further development of our innovative CP conferencing process which ensures families do not experience them as contexts for public shaming and judgment.*
- *Our CP Chairs appreciate and understand that the effective assessment and management of risk is informed by the relationships of trust and dialogue that we create with families. Forming relationships*

*of influence mean that we can support families to change and you will encourage all conferences to be seen as an opportunity for a well-planned social work intervention across a family-professional system which increases safety for vulnerable children.*

- To ensure that statutory reviews are child centred and to ensure that the child's wishes, and feelings are elicited. To assist the child in understanding as fully as possible the plan that is proposed, their entitlement to an advocate, and how to access the local authority complaints process. To ensure that Care Plans give due consideration and weight to the child's wishes and feelings. To ensure that Care Plans give due consideration and weight to the child's wishes and feelings. To ensure that the child's interests are protected, particularly at critical times, for example, when changing placements.
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- To provide general information, advice and guidance, in the capacity of a Safeguarding Advisor, to professional colleagues, members of the public and all other external agencies.
- To contribute to the Council's delivery of the management of allegations / LADO responsibilities, by providing advice and chairing LADO Strategy meetings.
- To contribute to the Council's continuous improvement programmes, including the application of Systemic Practice principals.
- To ensure that appropriate scrutiny is given to the Care Plan, Personal Education Plans and Education Health and Care Plans (EHCP). To ensure that they reflect individual children's needs and address permanence planning within viable time scales for each child. To ensure that the decisions from the review set out clear and measurable actions.
- To undertake quality assurance work including auditing, mid-way reviews, 9 months plus panel, thresholds and to oversee good practice.
- To work multi-agency partners to maximise a joined-up approach to the development and delivery of outcome-based plans. These outcome-based plans must be SMART (Specific, Measurable, should reflect specific, measurable and realistically achievable interventions that can be implemented within proportionate timescales.
- It is expected that through effective oversight and midway reviewing, the Safeguarding and Reviewing Chair shall provide independent scrutiny as to whether plans for children are being implemented effectively and respond appropriately to any proposed or actual changes to the child's Care Plan or Child Protection Plan, which have a significant impact on the implementation of the plan. To ensure that children in care are informed of developments relevant to them, including, when appropriate, contact with children between review meetings.

- To monitor the performance of the local authority in its corporate parenting role, legal responsibilities and functions in relation to children in care. To challenge poor practice or decision making and acknowledge good practice.
  - To contribute to quality assurance monitoring systems in order to raise concerns as to practice, adherence to procedure or resource provision with the appropriate managers. To use the independent reviewing challenge issue resolution process is actioned when appropriate, including, if necessary, a referral to CAFCASS. To contribute to divisional audits or management reports as required.
  - To effectively demonstrate the capacity to positively challenge poor practice, whilst working constructively with senior managers, escalating concerns where necessary, all in the interest of promoting best outcomes for children and young people. Instances of challenge and escalation will be undertaken, recorded and progressed, in-line with the existing Issues Resolution Process.
  - To maintain a high level of professional knowledge in childcare legislation, policy and procedure, and with particular reference to evidence based practice.
  - To contribute to the promotion of high standards of competence and decision making in child protection and childcare, using evidence and research to inform good practice.
  - To provide advice and consultation to Social Workers, Team Managers and to relevant professional staff from partner agencies, as to practice and procedural matters and where there are specific areas of complexity.
  - To contribute to the formation and implementation of training and development programmes, in respect to the Children's Services' workforce and through the 3 Borough Local Safeguarding Children Partnership for LBHF, RBKC and WCC.
  - The duties and responsibilities outlined in this job profile are indicative of the role; however, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.
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**I agree to the above job description**

**Post Holder**.....

**Date**.....

**Director / Chief Officer**.....

**Date**.....

## **SELECTION CRITERIA/PERSON SPECIFICATION**

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<b>Job Title:</b>	Safeguarding and Reviewing Chair
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### **Conditions to Note:**

#### **Candidates:**

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

#### **Recruiting Managers:**

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

#### **Values & Behaviours**

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

<b>A</b>	<p><b>Equal Opportunities</b> Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
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<p><b>B</b></p>	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• DipSW or equivalent</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Systemic Practice Qualification</li> </ul>
<p><b>C</b></p>	<p><b>Knowledge and Experience:</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>✓ Knowledge and experience of child protection work in line with the London Child Protection Procedures 2018</li> <li>✓ Knowledge and experience of working with children who are Looked After and Care Leavers, and of the reviewing responsibilities (IRO Handbook)</li> <li>✓ Sound knowledge of child care legislation</li> <li>✓ Good communication skills, both verbal and written.</li> <li>✓ Ability to provide consultation to staff in respect of safeguarding concerns and care planning.</li> <li>✓ Ability to use initiative and authority, and appropriately challenge and escalate.</li> <li>✓ Ability to relate to families and partner agencies</li> <li>✓ Ability to chair complex multi-agency meetings</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>✓ Experience of chairing Review Meeting for Looked After Children</li> <li>✓ Experience of chairing Child Protection Conferences using Signs of Safety Model</li> <li>✓ Understanding and experience of working within the Local Authority Designated Officer procedures</li> <li>✓ Willingness to work flexibly and as part of a team</li> <li>✓ Ability to contribute to staff training and development</li> <li>✓ Skills to contribute to development of policy and practice</li> </ul>

Our Values & Behaviours	
<b>D</b>	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;"><b>PUTTING COMMUNITIES FIRST</b></div> <ul style="list-style-type: none"> <li>• We put local people at the heart of decision making in everything we do.</li> <li>• We seek to include and involve: all voices matter.</li> <li>• We provide quality services that are responsive, effective and efficient.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I actively involve and include the communities that I serve in my work.</li> <li>• I shall reflect the views of the communities in my daily work.</li> <li>• I shall improve the service I provide through seeking feedback from others.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I have been included</li> <li>• I can see how my views have been taken into account</li> <li>• I can see improvements and developments based on my input</li> </ul>
<b>E</b>	<div style="background-color: #4caf50; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;"><b>RESPECT</b></div> <ul style="list-style-type: none"> <li>• We listen to everyone and value the personal experiences of people in our communities and of each other.</li> <li>• We adopt a fair, and involving approach regardless of any way in which an individual is different to us.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I adapt my approach to take account of all differences and cultures in the community and with colleagues.</li> <li>• I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.</li> <li>• I communicate in a way that is respectful, encourages involvement and meets people's needs.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I feel my culture and background are respected.</li> <li>• I have confidence that action is being taken.</li> <li>• I feel I am being treated fairly.</li> </ul>
<b>F</b>	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;"><b>INTEGRITY</b></div> <ul style="list-style-type: none"> <li>• We act with openness, honesty, compassion, responsibility and humility.</li> <li>• We let people know what we are doing and communicate why and how decisions have been made.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I demonstrate empathy in my interactions with others.</li> <li>• I am honest and transparent about the decisions I take.</li> <li>• I follow through on the actions I say I will take and take ownership for communicating the outcome.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I am told when something is not possible and the reasons why are explained to me.</li> <li>• I feel my perspective is listened to and understood.</li> </ul>

	<ul style="list-style-type: none"><li>• I feel my views are valued</li></ul>
<b>G</b>	<p><b>WORKING TOGETHER</b></p> <ul style="list-style-type: none"><li>• We work together and in partnership with everyone that has an impact on the lives of our residents.</li><li>• We want to understand, learn from each other and continually adapt.</li></ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"><li>• I work with others to provide an effective service for residents, local communities and other departments within the Council.</li><li>• I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.</li><li>• I seek out opportunities to learn from my colleagues and build on good practice.</li></ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"><li>• I can get my issue resolved without being passed around departments.</li><li>• I find it easy to access the services that I need.</li><li>• I feel the Council is open to new ideas.</li></ul>