

CHILDREN AND FAMILY COMMUNITY SERVICES

CHILD PROTECTION CONFERENCE CHAIR & SAFEGUARDING MANAGER

EGV OR SO1

JOB DESCRIPTION

JOB SUMMARY:

As a Child Protection Conference Chair & Child Safeguarding Manager in the Bailiwick of Guernsey you will have the opportunity to work with professionals of all disciplines, children and their families.

You will lead complex discussions analysing risk and need, with a focus on finding ways to manage and mitigate risk in complex situations.

You will be a skilled chair, able to understand diversity, manage differences of opinion and challenge.

You will have a good knowledge of the Law as it relates to children's social work, and an ability to apply definitions around significant harm to practical situations, helping others to form well evidenced views about levels and types of harm to children.

You will be taking a lead role in ensuring significant harm thresholds are applied appropriately, and planning for children subject of a child protection plan is SMART.

This will include the tracking and challenging of these plans, and escalating concerns in a manner that achieves the best outcomes to ensure children are safeguarded.

Co-ordinate and chair child-protection case conferences and looked after children reviews, and other child focussed meetings that create and review the child's plan for protection and care.

Provide specialist advice to professional staff consumers, from internal and external agencies involved in safeguarding and looking after children, and to provide quality assurance and audit to drive continuous learning across HSC.

Develop the specialism of the post to provide expertise to Office of the Committee for Health & Social Care (HSC) and the States of Guernsey.

As a member of the Safeguarding and Quality Assurance Unit you will be involved in a variety of quality assurance tasks..

RELATIONSHIPS:

RESPONSIBLE TO: Service Manager, Safeguarding & Quality Assurance

ACCOUNTABLE TO: Head of Service, Children & Family Community Services

MINIMUM QUALIFICATIONS: Registered Qualified Social worker: Degree or equivalent in Social Work

MAIN DUTIES AND RESPONSIBILITIES:

SPECIFIC:

- Chair, co-ordinate and provide professional input to child protection case conferences, looked after children reviews, and other professional meetings that safeguard and promote the welfare of vulnerable children and young people in accordance with local Law and procedures, and evidence based practice.
- Liaise with a range of off-island agencies in ensuring children receive a timely address to issues of safeguarding.
- Chair Case Conferences, and other meetings in a way that enables parents, young people and practitioners to participate effectively in the process, whilst ensuring a focus on the voice, needs, and outcomes for the child as the primary concern.
- Ensure that at the conclusion of every case conference or looked after children review there is a clear plan of protection/support for each child, which is understood by all involved.
- Develop and ensure there is a system of participation for children and young people within the child protection conference process.
- Develop a system of evaluation and feedback to capture the views of parents, young people and professionals attending conferences.
- Monitor and review the implementation and effectiveness of child plans, challenging practice and advising on improvement amongst a range of partner agencies.
- Make decisions at case conference regarding the need for child protection registration if consensus is not achieved.
- Guide decision making within conferences in line with current safeguarding best practice.
- Co-ordinate the investigation of allegations of abuse within institutional settings.
- Provide specialist advice and consultation to social workers and other professionals where there are concerns about the safety and/ or welfare of a child.

- Represent HSC in all aspects of Safeguarding Children, which may include providing responses to complaints and enquiries about the Safeguarding Children process as agreed and directed by the Service Manager, Safeguarding & Quality Assurance.
- Promote and develop multi-agency responsibilities for the safeguarding of vulnerable children.
- To be involved in the quality assurance and auditing of services to safeguard children and to participate in the planning and implementation of quality assurance and audit within frameworks established both by the Islands Safeguarding Children Partnership (ISCP) and Children & Family Community Services.
- Promote and develop a system of working in partnership between safeguarding partner agencies and parents.
- Work in line with the ISCP Procedures, to monitor compliance and practice and to make recommendations for change as appropriate.
- Champion the rights of looked after children, ensuring that the objectives of the corporate parenting strategy are understood and reflected in the planning for individual children and young people.
- Undertake research, as appropriate, relating to the provision and management of services to safeguard children across the islands; and to provide comparison with national and international trends.
- Notify and record shortfall of resources identified via case conferences and other meetings, and to highlight these to senior managers.
- Identify training needs of staff engaged in safeguarding and looking after children, and to participate in planning and implementation of training programmes within a framework established by the Learning and Improvement Sub-Committee of the ISCP.
- Prepare reports for the ISCP, Corporate Parenting Board and C&FCS Governance meetings as required by the Service Manager, Safeguarding & Quality Assurance.
- Undertake tasks to support the provision of safeguarding services (EG chairing of conferences for adults at risk) as may be required from time to time by the Service Manager, Safeguarding & Quality Assurance.
- Undertake tasks to support and ensure adequate cover for the Independent Reviewing Officer for Looked After Children's role as required by the Service Manager, Safeguarding & Quality Assurance.
- Work flexibly according to the needs of the service and its users.
- Support the Quality Assurance function of Children & Family Community Services as directed by the Service Manager for Safeguarding & Quality Assurance. This will include assisting the Information Officer to respond to complex Subject Access Requests, by ensuring that professional advice is given and data collated and responded to appropriately and in a timely manner, according to The **Data Protection** (Bailiwick of Guernsey) Law, 2017 and local policy.

- Ensure timely and accurate information analysis, quality assurance and reporting to Senior Management Team on SAR response times
- Work in partnership with the Practice Development & Quality Assurance Co-ordinator, Service Managers and team Managers to undertake Tier 2 internal audits across C&FCS, as requested, in relation to service user information.

GENERAL:

- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with States of Guernsey policies.
- To co-operate with the States of Guernsey in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the States of Guernsey's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the States of Guernsey environmental policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

KEY CRITERIA:

ESSENTIAL

1. Experienced, qualified registered Social Worker (Degree in Social Work or equivalent)
2. You will have worked at Senior Social Worker or Team Manager level with significant post qualifying experience in a statutory children's setting
3. You will be a skilled and experienced child protection conference chair with specialist knowledge of safeguarding children acquired through training and experience.
4. Excellent communication skills both with carers, professionals, across the multi-agency spectrum, and in particular with children of different ages and abilities.
5. Be enthusiastic and motivate.
6. Be able to work with a wide range of police, health, education and social care professionals but also work autonomously and independently.
7. Be flexible and adaptable.
8. A particular interest in quality assurance and dedication to improving social care services for children and families.
9. Good basic working knowledge of IT skills and Microsoft Word.