

**London Borough of Lambeth
JOB DESCRIPTION**

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| Job title: | Child Protection Conference Chair (CPC) |
| Grade: | PO6 |
| Division | Children's Social care |
| Reports to: | Team Manager |

Main Description

The Chair of Conference / Independent Reviewing Officers (IRO) occupy senior consultancy positions within the Local Authority and carry the main responsibility for quality assurance of fieldwork services by:

- 1.1 Providing independent chairing of child protection conferences / Young Persons Safety (contextual harm) Plans and statutory reviews of Lambeth children looked after children/ in house foster carers and some strategy meetings.
- 1.2 Contributing to improved standards and outcomes for service users (children and their families) by giving consultation and expert advice, and/or challenge on complex child protection cases and permanency planning to social workers, team managers and outside agencies.
- 1.3 Conducting regular audits and or inspections of fieldwork services for children to ensure statutory requirements are met and by making recommendations for action.
- 1.4 Contributing to policy and procedure development, training and working parties.
- 1.5 Maintaining professional independence from the line management of operational services and challenging practice when necessary.
- 1.6 Supervising Administrative staff in their roles within the Quality Assurance

Key Accountabilities

- 2.1 Manage the formal review process of CLA and chair statutory reviews ensuring that government and departmental timescales are met.
- 2.2 Chair complex multi-disciplinary meetings and conferences on child protection and make decisions about whether a child should be made subject to a Child Protection Plan in line with national, local and pan-London Child Protection Procedures. (2.1 copied from the Chair JD)
- 2.3 Co-ordinate the investigation of allegations against professionals and make recommendations as appropriate, including suspension or disciplinary action.

- 2.3 Work with the Service & Team Managers to conduct regular inspections of fieldwork services for children using file audit, feedback from service users, analysing statistical data and interviewing staff.
- 2.4 Acting as Local Authority Designated Officer providing Advice and Guidance and Co-ordinating the investigations of allegations against staff and volunteers working with children, including foster carers. Chairing Allegations against Staff and Volunteer (ASV) strategy Meetings where required for the risk posed by the Adult
- 2.5 Undertake specific investigations into professional practice as requested, including in residential establishments, substitute family placements and on individual cases and make recommendations where necessary.
- 2.6 Rigorously monitor and track individual care, permanency planning, child protection plans and allegations against people working / volunteering with children and refer slippage directly up the line management chain, including to the Director. Implement the alert procedure for Children Looked After as necessary.
- 2.7 Undertaking foster carer annual reviews, using best practice guidance for these reviews, setting up fostering household home appointments and visits according to the timescales required for full reports to be provided for fostering panel or the Agency Decision Maker.
- 2.8 Adhering to statutory guidance for the role of IRO as set out in the IRO handbook.
- 2.9 Chair case planning meetings and professionals meeting in respect of CLA and children at risk of harm as requested.
- 2.10 Chair multi-disciplinary mediation meetings and conflict resolution meetings involving families and professionals.
- 2.11 Take up any issues arising from the quality of social work practice and reports in CLA reviews and Child Protection conferences with the Team Managers, Service Managers, Head of Commissioning, Reviewing and Quality Assurance, the relevant practitioners and their managers.
- 2.12 Making use of the Disputes Resolution Process (DRP) effectively to improve outcomes for children and the social worker / management practice.
- 2.13 To provide consultation to social workers/ team managers where expert advice is needed to improve outcomes for children and young people or foster carers in you are currently supporting.
- 2.14 Maintain strict independence from line management, including referring extreme examples of drift in CLA cases to CAFCASS as a last resort and challenge in Child Protection practice as appropriate.
- 2.15 Provide advice, guidance and expert consultation on all care planning and child protection / safeguarding matters to social workers, team managers and staff from other agencies.
- 2.16 Promote full and active participation of children and their families in review meetings and child protection conferences, including meeting with the child on their own.

- 2.17 Promote anti-discriminatory practice, equal access to resources, the understanding of difference and address equality issues for children looked after and those in need of help and protection.
- 2.18 Attend Family Placement Planning Meetings as appropriate and advice on permanency planning and other applicable / relevant panels.
- 2.19 Attend Panel/s for tracking of children subject of child protection / young person safety plans and other professional meetings to track, improve and reinforce outcomes and service performance for the welfare of children.
- 2.20 Produce written minutes and decision sheets of Children Looked After Reviews and Protection Conferences within set timescales.
- 2.21 Ensure effective liaison with Family Placement Unit, Residential establishments, fieldwork services and commissioning services.
- 2.22 Contribute to policy and procedure development, and working parties.
- 2.23 Represent the Department as required at meetings; contribute to multidisciplinary training, working parties and government fora as requested.

Person Specification
Child Protection Conference Chair (CPC) – PO6

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| <p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a “Tick” (✓) on the person specification when you complete the application form.</p> <hr/> <p>Although the job description and person specification are generic to both reviewing officer posts, the vacancy we are recruiting is a child protection reviewing officer post. Please give evidence of your child protection knowledge and experience in your answers</p> | | | Shortlisting Criteria |
| Qualification | Q1 | A recognised Social Work or Social Care qualification and current Health and Care Professional Council registration (HCPC) as a qualified Social Worker. | A✓ |
| Key Knowledge | K1 | Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and Standards relevant to children in need, child protection and children looked after. | A✓ |
| | K2 | Up to date professional and technical expertise in relation to children in need, child protection and children looked after. | A✓ |
| Relevant Experience | E1 | Significant and demonstrable post qualifying experience of working in a Social Care setting with children in need, child protection and children looked after. | A✓ |
| | E2 | Experience of working collaboratively with other services e.g. Health or Education and service users to deliver a responsive and co-ordinated service. | |
| | E3 | Experience of managing staff in child protection or children looked after work demonstrating the authority to challenge bad practice and promote good practice | A✓ |
| Core Behaviours | | Focuses on People is about considering the people who our work affects, internally and externally. It’s about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that’s our | |

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| | | <p>business. It's about making our processes fit people.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Establishes and maintains effective working relationships with key partners • Provide sensitive intervention that respects families' rights whilst keeping the welfare of children paramount • Models good professional behaviours and treats people with professionalism and warmth | |
| | | <p>Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the Council's objectives, and furthering our professional development.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Recognises their own aspects of strength and learning need and take an active response towards personal development | |
| | | <p>Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Model an approach to collaborative working with others within the organisation • Recognise their role to mediate and help find satisfactory outcomes for all where complaints arise • Work with other teams to facilitate overall functioning of the service | |
| | | <p>Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Acts as a representative of Children's Social Work and Lambeth Council within professional forums, demonstrating behaviours and values aligned with Heart of Practice and corporate vision | |
| | | <p>Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering</p> | |

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| | | <p>the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none">• Attend to key performance indicators as part of their approach to ensuring a good service for children and families• Has effective mechanisms and approaches for challenging poor performance and promoting exemplar practice | |
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