

Job Description

**Child Protection Chair**

(part time 18 hours, must work Thursdays)

Salary: £47,511 - £50,448 pro rata (PO1)

**Purpose of the job:**

1. To chair child protection conferences for those children who are deemed to be at risk of significant harm, ensuring that a thorough risk assessment is carried out on those children, and to draft a child protection plan involving all of the key agencies in contact with the child.

2. To provide professional/expert advice and consultation on a range of child protection issues.

**Key Tasks and Accountabilities:**

This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To convene, facilitate and effectively manage Child Protection Conferences and statutory reviews, ensuring that they are effective and outcome focused, and that all participants (including parents and children) can contribute meaningfully.

2. To provide and ensure the provision of high quality risk assessment, decision-making and planning at case conferences and child care reviews.

3. To ensure that actions arising from case conferences and reviews are progressed, either directly or via other council staff or agencies as appropriate, in order to produce positive outcomes for the child.

4. To provide childcare consultations to team managers and social workers on complex cases.

5. To use quality assurance systems, to monitor and evaluate child care and child protection work in the Borough, and report to relevant bodies on progress.

6. To assist in the collection of relevant statistical data for relevant bodies such as the Department for Education.

7. Where appropriate, to take referral details from the public/other professionals, ensuring they are dealt with, or referred as appropriate.

8. To cooperate with and participate in management action in accordance with policy, practice and protocols, in relation to allegations against staff, carers and volunteers, including the chairing of LADO Strategy Meetings.

9. To attend supervision, training and appraisal sessions as required, to contribute to personal development plan and to strive to improve knowledge and practice as a professional.

10. To be an effective team member through active participation at team, corporate and inter-agency meetings, sharing best practice and developing effective working relationships.

11. To ensure, through the development and maintenance of effective links with relevant Council staff and other agencies, that staff are fully aware of the implications and requirements of relevant legislation.

12. To ensure the effective management and co-ordination of the reviewing process, and monitor social workers ensuring comprehensive records are maintained and other administrative procedures are carried out and reviews take place as required.

13. To carry out other duties, within the competence of the postholder, as may be reasonably required from time to time.