

Job Profile

Position Details	
Post	Child Protection Advisor
Service Area	Safeguarding, Quality Assurance & Improving Practice
Reports to	Service Manager
Grade/Salary	PO7
Job Family	Children's Services

Role Purpose
<p>Child Protection Advisors (CPAs) provide off-line scrutiny of arrangements for children in need of care and protection.</p> <p>Staff undertaking these roles will have an identified lead responsibility for children subject to child protection plans but will be required to provide cover to manage service demands and the needs of children and families.</p> <ol style="list-style-type: none"> 1. To provide a quality service that incorporates the rights of children, their views wishes and feelings, while working in partnership with parents, carers and other professionals. 2. To develop and implement Quality Assurance Systems for the Department and undertake regular audits. 3. As necessary to chair child protection conferences and provide consultation and expert advice on safeguarding issues to social work professionals and multi-agency partners.

Main Responsibilities
<ol style="list-style-type: none"> 1. To chair Child Protection (CP) Conferences in accordance with current legislation, regulations, statutory guidance, policies and procedures. 2. To ensure CP Conferences scrutinise assessments, planning and the provision of services to ensure high quality decisions to promote children's best interests and improved outcomes. 3. To review protection plans with due regard for: <ul style="list-style-type: none"> • The opportunities and strengths that lie within family / friendship networks

- The importance of building safety for children in need of protection so that they can live safely with their birth families
 - The importance of achieving permanence for children and young people who cannot live with their birth families and the damaging impact of drift and delay
4. To monitor and evaluate the quality of practice in relation to care and protection using quality assurance methods and systems, providing feedback to managers within the service and CYPS as a whole.
 5. To contribute to CYPS arrangements for audits, quality assurance exercises, systems maintenance, development and individual performance management to ensure high quality decision making, planning and provision of services to continually improve outcomes for children.
 6. To challenge concerns about care and protection planning and decision making for children and young people and formalise unresolved concerns by escalating as necessary
 7. To ensure the views, wishes and feelings of children/young people are taken into account in the care planning and child protection process whilst ensuring that all children/young people are supported to make a meaningful contribution to their reviews and conferences.
 8. To ensure a written CP Conference, with a SMART Plan summarising any decisions or recommendations that have been agreed, is produced in a timely manner and distributed to all relevant parties
 9. To contribute to the development of policy and practice guidance, relating to meeting the needs of children subject to child protection plans
 10. To provide consultation with Social Workers, Managers and other professionals to provide advice and guidance.
 11. To attend and advise the multi-agency network regarding care safeguarding practice for children and young people
 12. To develop and deliver training packages to both single and multi-agency audiences in respect of child protection/safeguarding and childcare matters.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • Social Work qualification and active HCPC registration 	E
<ul style="list-style-type: none"> • Evidence of post-qualification continuing professional development. 	D
<ul style="list-style-type: none"> • Substantial post qualification experience in statutory children's social work services, with evidence of direct work with looked after children, children subject to child protection plans and their parents/carers. 	E
<ul style="list-style-type: none"> • Experience of working in a diverse ethnic and urban environment with families from a variety of cultural backgrounds 	E
<ul style="list-style-type: none"> • Significant experience of chairing complex multi-agency meetings 	E
<ul style="list-style-type: none"> • Ability to work efficiently and effectively within statutory time scales to produce SMART care and protection plans 	E
<ul style="list-style-type: none"> • Ability to work in partnership with parents and work together with multi agency / disciplinary partners 	D
<ul style="list-style-type: none"> • Ability to develop and deliver training on a range of childcare planning, protection and safeguarding issues and leading, influence and coach staff within children's social care teams 	D
<ul style="list-style-type: none"> • Comprehensive knowledge and application of relevant legislation, regulation and statutory guidance relating to children, young people and their parent / carers. 	E
<ul style="list-style-type: none"> • Knowledge of national issues relevant to child protection, including relevant research and evidence-based models of best practice 	E
<ul style="list-style-type: none"> • Skills to engage, consult and enable children, young people, parents, carers and partners to participate in care / protection planning, review and decision-making processes 	E
<ul style="list-style-type: none"> • Well-developed written, oral and presentation skills. 	E

<ul style="list-style-type: none"> • An ability to influence and develop positive relationships with senior managers within the Council and partner agencies, whilst at the same time providing appropriate levels of challenge to policy and practice. 	E
<ul style="list-style-type: none"> • Knowledge of the quality assurance function of the CPA role with relevant audit skills 	D

Main Contacts & Other Information

Main Contacts:

- Service Manager, Business Manager and service colleagues
- Social Workers and Managers across CYPS
- Other professionals within the CYPS and other Council departments e.g.: Legal Services
- External multi-agency / disciplinary partners e.g.: Health, Education and Police
- Other Local Authority staff
- Voluntary and Third Sector Organisations
- CAFCASS
- HSCP

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	90	Use of a computer.	Yes	90
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	

Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

N/A

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

N/A

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

N/A

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

N/A

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

N/A

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

N/A