

Candidate Applicant Information Pack

Safeguarding and Social Care
Social Worker – Safeguarding



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Foreword from Ann Graham Director of Children's Services

Dear Candidate,

Thank you for your interest in this opportunity.

We believe our children and young people deserve a great start in life, so we take pride in providing the best levels of protection, safeguarding and care. The Vision is that we will work together with families to ensure that every child in Haringey has the very best start in life, including world class education.

Haringey Council continues to develop as an innovative and supportive employer of choice and rewards staff with a competitive salary, excellent benefits including a retention incentive, generous annual leave and a commitment to professional development. For an overview of our service areas, benefits and career development opportunities, please see [here](#).

We hope that the information contained within this pack inspires you to join us and form part of a Children's Services department that puts relationship-based practice at the forefront of our vision for achieving positive change.

If you wish to join an ambitious forward-thinking employer and share our passion for innovation in child protection, choose Haringey!

A handwritten signature in black ink, appearing to read 'Ann Graham'.

Ann Graham
Director of Children's Services

About Haringey Council

Haringey is a vibrant place to live with excellent transport links to central London and home to institutions of national and international significance, including Tottenham Hotspur and Alexandra Palace.

We are home to some of London's most desirable neighbourhoods with some parts being the most prosperous in the country, while others are currently undergoing exciting redevelopment and regeneration. Given this contrast, our diverse community requires varying needs and places different demands on the Council. It is therefore essential that our services fully reflect Haringey's diverse population and create real opportunities for all.

An overview of the main ways in which our services contribute to Haringey are outlined below:

- Our social care services for children and their families help people by providing services that are tailored to their individual needs and circumstances, helping them to remain both independent and integrated into wider society as far as possible and safeguarding them when necessary
- Our work co-ordinating and supporting schools helps to produce active, engaged citizens for the future, well-equipped to take their places in society and to contribute to economic and social life
- We have a vital role in keeping the Borough moving by maintaining roads and co-ordinating public transport
- We lead the stewardship of the Borough's environment, including disposing of waste, but also working to tackle climate change
- Our public libraries are both a valuable cultural resource and a civic hub, providing communities with the information and resources they need on a wide range of subjects.



Safeguarding and Social Care Service

The Safeguarding and Social Care Service consists of

- Children in Need of Support and Protection
- Children in Care and Placements
- Safeguarding Quality Assurance and Improvement

We are very proud of the work which we carry out in providing the highest levels of protection, safeguarding and care to Children and Families within the London Borough of Haringey. We were the first Local Authority to launch a full Multi-Agency Safeguarding Hub service (MASH) the first of its kind in the UK.

We apply the Signs of Safety Practice Model and this enables us to keep up to date with best practice and to focus on relationship based practices. We recognise that although we have made real progress, we have a lot more work to do in achieving our Vision and Objectives. To be enabled to achieve our Vision and Objectives, we place high value on our employees and recognise the importance of strong supervision support, manageable caseloads and clear career progression pathways. Our employees are our greatest asset and we provide a comprehensive rewards package. Please see [here](#) for an overview of our rewards package.



Children and Young Peoples Service – Job Description

POST: SOCIAL WORKER

GRADE: SWC Sp 32 to 44

RESPONSIBLE TO: TEAM MANAGER

RESPONSIBLE FOR: N/A

MAIN OBJECTIVES OF THE POST

- To deliver a high quality social work service to children and families working in partnership with other statutory and third sector organisations.
- To work with children in care and their families to secure stable, safe permanent care arrangements.
- To undertake child protection enquiries, assessments (initial and core), work with children subject to a child protection plan, respond to requests to accommodate children, initiated care proceedings,
- To participate in team and other service meetings and activities as appropriate.

MAIN ROLE & RESPONSIBILITIES

1. To undertake Assessments within the required timescales in accordance with the Framework.
2. To assess, and identify levels of risk and need and deliver protective or supportive service for children with a child protection plan.
3. To implement care plans by working in partnership with parents and colleagues from other agencies to effect better outcomes for children with Child Protection plans
4. To accommodate children and young people and initiate care proceedings when appropriate
5. To formulate care plans in partnerships with children and young people, their families and other providers of care and assistance based on these assessments.
6. To produced courts statements and when required, give evidence in court on behalf of the Local Authority
7. To promote the welfare of children in need with particular regard to their age, sex, health, race, religion, culture and life experience as appropriate.

8. To provide verbal and written reports to child protection conferences, strategy meetings, planning meetings and reviews
9. To maintain and develop up to date relevant skills and knowledge of current legislation, policy and social work practice.
10. To use information technology systems to carry out duties.
11. To take responsibility for managing an individual caseload, having regard to the relative needs of all service users and ensuring an effective use of time and resources.
12. To attend and actively make use of supervision and performance appraisal
13. To contribute through team meetings and organizational events to the development of the service.
14. To maintain accurate and up to date electronic case records in line with policies and procedures
15. To ensure that all expenditure on cases is properly authorized and recorded, and that cases with financial packages are regularly monitored and reviewed.
16. To act as duty office on a rota basis and as required by line management
17. To report any concerns about abuse or malpractice by colleagues in line with the Council's Whistle Blowing Policy
18. To ensure that all legislation and local council policies regarding Health and Safety are adhered to.
19. These activities may be varied from time to time to meet the changing needs of the service.

This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure check with the DBS will be undertaken.

Children and Families Person Specification

POST: SOCIAL WORKER

GRADE: SWC Sp 32 to 44

RESPONSIBLE TO: TEAM MANAGER

RESPONSIBLE FOR: None

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills/experience meet some or all of them, as the short listing decision will primarily be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

Abilities/Experiences

1. Experience of working directly with children and young people and their families from a linguistically and culturally diverse community
2. Experience of working in the Statutory, Voluntary or Independent sector
3. Knowledge and experience of using a range of IT applications including Microsoft office and computer based social care record keeping systems

Qualifications

4. Relevant Social Work qualification and active HCPC registration
5. Evidence of post-qualification continuing professional development

Knowledge/Skills

6. Ability to undertake high quality assessments, provide clear analysis, within prescribed timescales and to formulate evidence based care plans and packages of service provision.
7. Ability to analyse risk in child protection and to plan appropriate interventions.
8. A knowledge and understanding of the developmental needs of children and young people within the context of their family and other social relationships.
9. Ability to demonstrate an understanding of permanency planning to include adoption, special guardianship and long term fostering.

Knowledge/Skills continued

10. Ability to understand and work with a variety of family relationships and demonstrate an understanding of issues in relation to communities from different linguistic and cultural backgrounds.
11. Knowledge of, and the ability to apply in practice, the principles of child care legislation relating to child protection children in care and the provision of services to children in need.
12. Knowledge of, and skills in, social work methods to promote positive change in accordance with assessed need, including ability to work directly with children and young people at times of change and loss.
13. Verbal and written communication skills, to include an ability to provide written reports for conferences, reviews, and Court proceedings and present information confidently in these arenas.
14. Ability to effectively manage and prioritise a workload, to make use of supervision and take responsibility for your continuous professional development.
15. Ability to work in anti-discriminatory way with all service users.
16. Ability to work as part of single agency and multi-agency team including other statutory and third sector partners.
17. Ability to demonstrate an understanding of why Customer care is important in employment and service delivery.
18. Ability to demonstrate an understanding of issues in relation to communities from different linguistic and cultural backgrounds.
19. Ability to demonstrate an understanding of and commitment to the Council's Equal Opportunities Policy and its importance in employment and service Delivery.
20. Flexibility to work outside of office hours when necessary and to undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

This position requires the post holder to undergo an enhanced DBS (Disclosing and Barring Service) check

Criminal Background Check

Safeguarding children and adults is of utmost importance to Haringey Council. The Council requires employees to abide by legislation and best practice to enable Haringey to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information

Equality and Diversity

Haringey Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Our Values and Behaviours



Embedded in methods of operation and approach is the Haringey Council Values and Behaviours. These clearly communicate the method in which we successfully deliver our objectives and ensures all staff share a common purpose.

We want our future employees to reflect the values of:

Human

- We make it easy to deal with us
- We ask our customers what they think and listen to what they say
- We are aware of our impact on others
- We build trusting relationships
- We are honest and supportive
- We are passionate about difference

Ambitious

- We compare our performance with the best
- We continuously improve
- We are curious and innovative
- We look for different ways to do things
- We are brave
- We embrace change

Accountable

- We deal with things without being told
- We keep our promises
- We give credit where credit is due
- We spend taxpayer money as carefully we would our own
- We solve problems
- We all do our fair share

Professional

- We resolve matters the first time
- We serve others as we wish to be served
- We have the right skills
- We take pride in what we do
- We care about our reputation
- We are business-focused

Our Services and Leadership

The Council is led by the Chief Executive Zina Etheridge and a Senior Management Team who provide leadership to the authority and individual service departments:



The following is the list of the Senior Management Team and their Directorates:

- Director of Housing, Regeneration and Planning: Helen Fisher
- Director of Finance / Interim Chief Finance Officer (Section 151): Jon Warlow
- Director of Children's Service: Ann Graham
- Director Adults and Health: Beverley Tarka
- Director of Environment and Neighbourhoods: Stephen McDonnell
- Director for Customers, Transformation and Resources: Richard Grice

Children and Young People's Service Structure



Thank you for your interest in Haringey Council.