Childrens & Joint Commissiong Services

**JOB DESCRIPTION**

**JOB TITLE:** INDEPENDENT REVIEWING OFFICER

**DIVISION:** SAFEGUARDING AND SPECIALIST SERVICES

**GRADE:** BAND 13

**RESPONSIBLE TO:** HEAD OF SAFEGUARDING AND REVIEW

**POST REF NO:** SR-102144

**Purpose of Post**

To provide an effective independent reviewing service for the children of Hartlepool.

**Relationships**

All staff will be expected to promote team working within their particular staff group/service area and across the department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected members as appropriate.

* Director of Children Services
* Head of Business Units
* Team Managers
* Social Workers
* Family Resource Workers
* Schools
* Education staff
* Health Staff
* Work Force Development
* All Children Service Staff
* Staff from other LA and Government bodies
* Users, Carers and Voluntary Sector

**Main Duties and Responsibilities**

1. To ensure that statutory, policy and procedural requirements are met in relation to child protection conferences and reviews.

2. To be responsible for ongoing chairing and follow-up of Initial Child Protection Review conferences as agreed by the Head of Safeguarding and Review.

3. To be responsible for organising, chairing and follow-up of Looked After Children Reviews in respect of children as agreed by the Head of Safeguarding and Review.

4. To be responsible for organising, chairing and follow up of Foster carer reviews as agreed by the Head of Safeguarding and Review.

5. To be responsible for organising, chairing and follow up of Children in Need Reviews as agreed by the Head of Safeguarding and Review.

6. To be responsible for organising, chairing and follow up of Private Fostering Reviews.

7. To be responsible for organising, chairing and follow up of Disruption meetings.

8. To be responsible for organising, chairing and follow up of Secure Unit reviews.

9. To undertake work with children who go missing from care.

10. To be a member of the MALAP.

11. To offer consultation to Children Services staff and staff of other agencies on issues of Child Protection and all matters relating to Child Care.

12. To contribute to the establishment of quality standards in Child Protection, Children looked after and Children in Need, and the facilitation of staff in achieving those standards.

13. In co-operation with other members of the Safeguarding and Review Unit undertake practice and service developments in respect of childcare.

14. To be a member of one or more of the Local Children Safeguarding Board sub-groups as agreed by the Head of Safeguarding and Review.

15. To contribute to the monitoring and evaluation of the Departmental performance in child care, including the production and analysis of information on activity in childcare.

16. To undertake work on a Regional basis as directed by the Head of Safeguarding and Review.

17. To deputise for the Head of Safeguarding and Review at Multi-Agency Public Protection meetings.

18. To advise the Head of Safeguarding and Review in issues of practice and policy.

19. To contribute to training in respect of child care/child protection/Looked after children.

20. To undertake presentations of related work on a national, regional and local level.

21. Any other duties of a related nature that might be required and allocated by the Head of Safeguarding and Review.

## Developments

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**