

## **INDEPENDENT REVIEWING OFFICER - JOB DESCRIPTION**

### **MAIN PURPOSE**

- To maintain robust systems for the planning and review of children subject to child protection plans and children in care by:
  - chairing both child protection conferences and planning meetings
  - chairing statutory child in care reviews
  - chairing reviews of foster carer's approval
  - contributing to the quality assurance framework
  - being a champion for children
  - participating as a member of the Safeguarding Team
- To contribute to an effective mechanism for child protection conferences and child in need planning meetings within the authority.
- To contribute to the reviewing system for children in care or the reviewing of foster carer approvals.
- To act as a lead on quality assurance and to support the work of senior managers to encourage effective planning for children in care and those subject to child protection plans.
- To lead on or contribute to, as appropriate, the development and dissemination of policy and procedure for children in care and/or children subject to child protection plans.
- To offer advice to the staff of the Children's Services and other local agencies in areas for which there is a key responsibility.

### **MAIN RESPONSIBILITIES**

It is anticipated that although as a conference and review co-ordinator you will be expected to be able to undertake all of the following, that there may be lead responsibilities in either child protection, children in care or foster carer reviews.

#### **Child Protection**

1. To chair child protection conferences in line with Pan-Dorset Interagency Procedures and Poole Child Protection Procedures and to facilitate planning meetings as appropriate.
2. To offer advice on child protection matters to staff within Children Services and to other agencies working with children.
3. To participate, as required, on any of the working groups of the Bournemouth and Poole Local Safeguarding Children Board.
4. To monitor the quality of child protection practice within Children's Services and feedback to staff and managers via appropriate forums.
5. To keep informed as to developments and statutory changes in respect of child protection / children in need matters and to disseminate relevant information to the Children's Services.
6. To ensure the routine gathering of statistical information in respect of child protection activity locally.
7. To analyse local trends and compare with national statistics.

## **Reviews of Foster Carer Approvals**

1. To be responsible for foster carer reviews as an independent reviewing officer, reviewing, monitoring and enabling effective care arrangements provided for children in care.
2. To monitor the quality of work with foster carers with particular reference to planning, matching supervision and training and feedback to staff and managers via the appropriate forums.
3. To offer advice on children in care matters and fostering service matters to staff across Children's Services.
4. To participate in policy and procedure development relating to children in care and foster care provision.
5. To gather statistical information relating to children in care and foster carers as requested
6. To analyse trends and compare to national data
7. To contribute to information available to the Poole Fostering Panel, as required

## **Children in Care**

1. To chair statutory child care reviews or reviews of foster carers as an independent reviewing officer, reviewing, monitoring and enabling effective plans to be in place and progressed for children in care and/or foster carer development.
2. To work in line with Poole Children in Care Policy and the National Independent Reviewing Officer Handbook.
3. To monitor the quality of work with children in care with particular reference to planning, quality of work and feedback to staff and managers via the appropriate forums.
4. To offer advice on children in care matters to staff across Children's Services and to other agencies working with children.
5. To participate in policy and procedure development relating to children in care or foster carers, participating and/or leading working groups as appropriate.
6. To gather statistical information relating to children in care or foster carers as requested.
7. To analyse trends and compare to national data.

## **General**

1. To chair child in need planning meetings as required.
2. To contribute to training activities and provide helpful evidence to prompt reflection on best practice.
3. To prepare reports for staff, managers, Elected Members, relevant panels and Local Safeguarding Children Board working groups, and contribute to business planning and other planning processes as required.
4. To contribute to the strategic planning of Quality Assurance function of Children's Services.
5. To participate in other aspects of the Safeguarding Team's work as requested.
6. To undertake such other duties as may be required from time to time commensurate with the level of the post.
7. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.



