

CHILDREN'S SERVICES

JOB DESCRIPTION

SECTION : Children, Education and Justice Services

POST : Reviewing Officer – Children and Young People's Review Team

RESPONSIBLE TO: Team Manager - Children and Young People's Review Team

BACKGROUND

The City of Edinburgh Council is required to ensure that;

All Looked After and Accommodated Children (LAAC) and all Children subject to a Compulsory Supervision Order living at Home (LAC) have a clear care plan to meet their needs which is reviewed at the required intervals in accordance with the following:

- Children (Scotland) Act 1995.
- Looked After Children (Scotland Regulations) 2009.
- Guidance on Looked After Children (Scotland) Regulations 2009 and The Adoption and Children (Scotland) Act 2007.
- Relevant Departmental Procedures.

All children subject to child protection investigations and referred to Child Protection Child Planning meetings have a comprehensive, multi-agency risk assessment, and that if placed on the Child Protection Register the child has a child protection plan that is reviewed at no less than six monthly intervals in accordance with the following:

Edinburgh and the Lothians Multi Agency Child Protection Procedures

PURPOSE OF JOB

The role of the Reviewing Officer, within the Children and Young People's Review Team is to conduct the review process by:

- Taking a lead role in chairing LAAC review meetings and Child Protection Planning meetings
- Facilitating the discussion and participation of all attendees.
- Supporting the participation of the child and their family.
- Ensuring that the review meeting agrees a SMART (Specific, Measurable, Achievable, Realistic, Timeous) child's plan that ensures the child's safety and well-being.
- Ensuring that the plan is reviewed within required timescales.
- Ensuring quality standards as defined are met through key performance indicators and, where they are not met, exception reports are provided to senior managers.

In managing the review process the Reviewing Officer will ensure that the aims of the Department in relation to looked after children are observed, including:

- Maintaining children in their community where this can be achieved safely.
- Where a child becomes looked after and accommodated by the local authority, rehabilitating the child to his/her family of origin where this can be achieved safely.
- Where rehabilitation is not viable, timeously securing permanent or long-term alternative care.

MAJOR TASKS/JOB ACTIVITIES

Chair LAAC Reviews/Child Protection Planning Meetings

- Convene and chair statutory review meetings for LAAC in accordance with definitions and practice guidance contained in the Children (Scotland) Act 1995 Regulations and Guidance and Departmental Procedures. Chair LAC at Home reviews.
- Convene and chair, on behalf of the Child Protection Committee, pre-birth, initial, review and transfer Child Protection Planning meetings, in accordance with Child Protection Procedures and Departmental procedures.
- Contribute to the creation and development of a multi-agency child protection plan through the role of chair of the CPCC.
- Facilitate and promote the attendance and participation at reviews/planning meetings of parents and children and ensure that their views are shared and heard.

Quality Assurance

In relation to individual Child/Young Person's Plans, ensure the undernoted are actioned within required timescales by the relevant professional:

- The needs of the individual child, any siblings and the family are fully considered, and consistency is applied to the management of sibling cases.
- The Child/Young Person's Plan fully reflects the needs of the child; is up to date for presentation at the review/planning meetings; includes previous review outcomes and documents a clear plan of work to address assessed need on a continuing basis.
- Resources are provided from partner agencies where appropriate.
- Full and accurate minutes are produced following each review and outcomes are communicated to all relevant parties. Child Friendly versions are made available to children to ensure that they understand their plan.
- Escalate issues to Team Leaders/Managers or senior management as necessary, including management within partner agencies using the City of Edinburgh Practice Escalation Procedure .
- Monitor the competency and effectiveness of social work and other professional reports and inform the Children and Young People's Review Team Manager of any quality concerns.

- Unmet needs in service delivery are recorded and collated and brought to the attention of the Children and Young People's Review Team Manager or Service Manager.
- Provide exception reports where six week, three month and six month LAC reviews are held outwith statutory timescales.
- Report on and provide exception reports when children remain on the CPR for more than two years.

Support the delivery and development of the service

- Through performance reporting, contribute to the achievement of a high quality of service that meets Departmental standards and national legislation, regulations and guidance.
- Support Departmental staff in their understanding of the reviewing process and their role through training programmes, induction and briefings input and delivery.
- Develop knowledge of suitable resources for children and their families within the authority and elsewhere and share with Departmental staff.
- Devise and suggest service improvements and contribute to the develop of the team plan
- Contribute to planning and policy development as required.

RESPONSIBLE FOR

(i.e. number and type of staff)

- No direct staff responsibility.

DECISIONS MADE IN COURSE OF JOB

LAAC reviews

Based on professional assessment and experience recommend the need for:

- Changes to the Child's plan
- Permanency planning
- Appropriate risk assessment and management within care plans.

CPPM's

Direct the decision making process at every Child Protection Planning meeting to encompass:

- A clearly articulated basis for the registration of a child, referral to the Reporter, or other legal intervention measures.
- The appropriateness of the child's living circumstances.
- The establishment of a Core Group, to take forward child protection plans and specify agency responsibilities including frequency of contact with the child(ren).

- The initiation of Dispute Resolution Procedure when professional consensus cannot be achieved regarding registration.
- Initiation of emergency protection measures where appropriate.
- Lead discussion with a view to a child being accommodated because of an unacceptable level of risk.
- Appropriate risk assessment and management within plans.

All

- Monitor standards of assessment, casework, decision making and care planning and recommend improvements:-
 - in individual cases through the child care reviews
 - in relation to professional practice and policy
- Assess requirements for allocated social worker follow up or escalation of identified issues to management e.g. implementation of a Child/Young Person's Plan or inadequate progression of a permanency decision.
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EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED

- Diploma in Social Work or equivalent and current registration with SSSC are mandatory.
- A Child Protection Certificate, or equivalent, is essential to be able to chair Child Protection Planning meetings. Suitably experienced applicants without the certificate may be considered with the expectation that they will undertake the training

EXPERIENCE REQUIRED

- A social work professional with extensive experience of child protection and permanency planning, underpinned by a sound knowledge of theory and legislation, and its practical, tailored application in risk assessments and planned intervention. This will include the preparation and presentation of reports for Children's Hearings and the Courts.
- Highly developed communication and leadership skills and the ability to take the effective lead of professional practice and care planning review on a multi-agency basis.
- Demonstrable ability to exert professional authority over other parties and more senior colleagues when required in the best interests of the child/young person.

SPECIAL CONDITIONS

- None.

EMPLOYEE SPECIFICATION:

Council Core Competencies

These Council Core Competencies apply to all positions:

Being Customer/Client Focused
Working Effectively with Others
Managing Change
Taking Ownership and Responsibility
Communicating Effectively
Planning and Decision Making

These Council Core Competencies apply to positions with responsibility for managing people or resources:

Leading Others
Managing Performance and Developing others
Political Sensitivity

Reviewing Officer, Children and Young People's Review Team

	Essential	Desirable
Experience	<p>A social work qualified professional with extensive experience of child protection and permanency planning, underpinned by a sound knowledge of theory and legislation, and it's practical, tailored application in risk assessments and planned intervention.</p> <p>Experience of preparation and presentation of reports for Children's Hearings and the Courts.</p>	<p>As children may be placed outwith Scotland, knowledge of relevant legislation and education systems.</p>
Knowledge, Skills and Understanding	<p>Highly developed written and oral communication skills.</p> <p>Sound decision making skills in a multi-agency context.</p> <p>The ability to take the effective lead of professional practice and care planning review on a multi-agency basis.</p> <p>Demonstrable ability to exert professional authority over other parties and more senior colleagues, in an appropriate manner when required, in the best interests of the child/young person.</p>	
Qualifications and Training	<p>Diploma in Social Work or equivalent and current registration with SSSC.</p> <p>A Child Protection Certificate, or equivalent, is essential to be able to chair Child Protection Planning meetings. Suitably experienced applicants without the certificate may be considered .</p> <p>Demonstrable commitment to continuing professional development.</p>	
Job Specific Requirements	<p>Ability to efficiently and effectively chair complex meetings, enabling all parties to participate fully.</p>	
Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.		