

Job Description

Department:	People and Communities
Division/Section:	Safeguarding and Quality Assurance
Job Title:	Contextual Safeguarding Chair
Post No:	014959
Grade:	Grade 14

Main Duties and Responsibilities:

- To assist in the delivery of Peterborough's Quality Assurance Framework using performance indicators and management targets to ensure the best outcomes are achieved for vulnerable children at risk of extra familial harm including co-ordinating and completing multi-agency audits in partnership with the safeguarding board.
- To manage the Contextual Safeguarding Conference decision-making process and in the absence of a majority decision, take the decision regarding the need for children and young people to be made the subject of a Contextual Safeguarding Plan.
- To undertake a quality assurance role in relation to children in need of protection or in care, by actively monitoring practice standards, systems and processes and identifying any practice deficits to improve service delivery for children, young people, and their families.
- To ensure that the quality of work presented to the service is monitored and that managers at all levels within Childrens Social Care are made aware of any cases that do not meet professional standards.
- To independently chair other relevant meetings such as community contextual risk mapping meetings, attend MACE and deputise as Chair as needed.
- To actively engage in discussion with Senior and Operational Managers identifying areas of good practice and challenging poor practice where necessary.
- To ensure that practice is person-centred, and that children's views and wishes are sought and appropriately represented within all decision- making meetings. To support children and young people in understanding the risks and concerns and contributing to ideas and solutions to manage the identified risks.
- To ensure that trauma informed approaches and formulation are embedded in our response to safeguard children at risk of exploitation and extra familial risks.
- To contribute as required to the work of the Local Safeguarding Board.
- To be actively involved in working groups and panels where required. To monitor thresholds in relation to the safeguarding of children who are at risk of exploitation.
- To maintain effective administrative systems within timescales and to ensure that the records of meetings are of a high standard and accurately reflect the discussion and decision making at those meetings.
- To ensure that the records and plans arising from all meetings are produced and distributed within statutory timescales.
- To identify any shortfalls in practice standards and to contribute to ongoing service improvement and development.
- To robustly monitor the effectiveness of multi-agency arrangements to implement safeguarding arrangements for children who are at risk of exploitation.
- To ensure that all children/young people are enabled to make a meaningful contribution to their

meetings.

- To audit case on themes identified locally to ensure safety of practice.
- To be an active member of the Safeguarding and Quality Assurance and Safeguarding service and to contribute to strategic policy and procedural developments.
- To carry out regular professional advice and drop-in sessions to social workers and alternative qualified staff in relation to extra familial harm and contextual safeguarding.
- To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- To independently chair other relevant meetings such as community contextual risk mapping meetings, attend MACE and deputise as Chair as needed.

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy. To comply with all Health and Safety at work requirements as laid down by the employer. The council is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Detailed knowledge of the Children Act, Working Together, Care Planning and other relevant legislation, guidance and research findings.</p> <p>Detailed Knowledge of contextual safeguarding risks and agencies roles and responsibilities when responding to extra familial harm.</p> <p>Knowledge of trauma informed approaches.</p> <p>Knowledge of children’s welfare and development.</p> <p>Knowledge of financial systems and understanding of the financial entitlements of service users.</p> <p>Knowledge and understanding of good Customer Care. (A/IP)</p>	
SKILLS & ABILITIES	<p>Experience and skills in ability to transfer knowledge and skills to staff and colleagues through peer supervision, coaching, mentoring, training and co-working.</p> <p>Experience of chairing multi-disciplinary meetings.</p> <p>Experience of effectively working with multi-disciplinary partners to reduce the risk of significant intrafamilial harm effectively.</p> <p>Promote effective working relationships with teams, service areas and partner agencies, and able to effectively manage the interaction of people with different perspectives.</p> <p>Excellent analytical and risk assessment skills.</p>	

	<p>Knowledge of risk management processes and the ability to assess and manage risk professionally and organisationally.</p> <p>Ability to disseminate information to Social Care staff and Senior Managers.</p> <p>Effective organisation and time management skills, in order to meet service objectives and deadlines.</p> <p>Ability to agree SMART effective plans to contribute to the reduction in risk.</p> <p>Ability to use IT systems effectively. (A/I)</p> <p>Ability to contribute to departmental and inter-agency monitoring and audit systems.</p> <p>Ability to work co-operatively as a member of a team.</p> <p>Ability to think creatively about problem-solving.</p> <p>Ability to contribute to the development and implementation of safeguarding policies and procedures. (A/I)</p>	
EXPERIENCE	<p>Experience of safeguarding vulnerable young people and managing risk of harm to self and others.</p> <p>Registration with Social Work England.</p> <p>Ability to travel between locations.</p> <p>At least 5 years PQ experience in the field of Social Care.</p> <ul style="list-style-type: none"> ● Prior experience of coaching/ mentoring/co-working/supervision/ practice teaching. (A/I) ● Experience of delivering multi-agency training 	
QUALIFICATIONS	<p>Degree in Social Work or equivalent.</p>	

PERSONAL CIRCUMSTANCES	Car driver. Able to adjust hours of work occasionally to meet priorities.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*