

Job Description and Person Specification

Child Protection Conference Support Officer

Job Details	
Grade	4
Service	Professional Support Service
Location	Floor 3 Broadgate House
Job Evaluation Code	X9080L

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To ensure that professional arrangements of Child Protection Conferences, Adult Safeguarding Conferences and other specified child protection meetings are made on the day. To participate in all such meetings by taking comprehensive electronic notes to be reproduced as official documents, "Letters of Conferences," "Minutes of Conferences" and minutes of other specified meetings. To work in accordance with Coventry Safeguarding Board (Children and Adult), Children & Adult Social Care and Children's Quality Assurance Service guidance and procedures.

Main Duties & Key Accountabilities
Maintain confidentiality at all times.
Service Children / Adult Protection Conferences according to Coventry's Local Safeguarding Children/Adult Board policies, and in line with statutory government guidance "Working Together to Safeguard Children 2018" as follows: • Prepare, attend and take comprehensive notes of Child & Adult Protection Conferences, Initial and Review. • Produce an accurate written record of discussion and recommendations for the approval and signature of the Conference Chair. This record constitutes the minutes as an official document in line with statutory guidance. • Produce letters to parents, all professionals and members of conferences, confirming recommendations of conferences, according to an agreed format, for approval and signature of the Chair of the conference. • Ensure the production of letters and minutes is carried out within the agreed procedural timescales. • Prepare the record using the Signs of Safety methodology by taking direction from the Chair and being familiar with the theory.
Notify the Administrator staff of names and relevant details of children decided by conferences to be made subject to a Child Protection Plan.
Prepare, attend and take comprehensive notes of a range of Child Protection meetings, such as Position of Trust Meetings, in relation to "allegations against professionals, employees and volunteers", "organised or multiple abuse investigations" and meetings in connection with people who pose a risk to children and Sex Offenders in line with the Local Safeguarding Children Board Guidance.
Ensure that information systems and Performance monitoring forms are completed after each Child Protection Conference and other relevant meetings.
Prepare, attend and take comprehensive notes of a range of Child Protection meetings, such as Position of Trust Meetings, in relation to "allegations against professionals, employees and volunteers", "organised or multiple abuse investigations" and meetings in connection with people who pose a risk to children and Sex Offenders in line with the Local Safeguarding Children Board Guidance.
Ensure that information systems and Performance monitoring forms are completed after each Child Protection Conference and other relevant meetings.
Assist in the provision of general clerical/reception services to the Quality Assurance Service.
Assist in the maintenance of case record files.
Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:	Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies	Internal:	MASH Partners Area Social Worker Teams Early Help Colleagues Social Work Academy Youth Justice Service Looked After, Permanence and Through Care Teams Fostering, Commissioning and Placement Safeguarding Partnership Human Resources Finance Colleagues Customer Services Colleagues LADO Adults Services

Standard Information
Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Knowledge of the services provided by Local Government and specifically in relation to Children's Services
Knowledge	Knowledge and understanding of the child protection system and the statutory guidance working together 2018
Knowledge	Knowledge of the work undertaken by the Quality Assurance Service
Knowledge	Good knowledge of IT packages to undertake word processing and produce high quality of documents including minutes
Knowledge	Knowledge and understanding of Children's Services information management systems, e.g. Liquid Logic or equivalent.
Knowledge	Basic knowledge of Health and Safety in the workplace and of risk assessments
Knowledge	Good knowledge of Data Protection guidelines
Knowledge	Knowledge of a range of office systems and procedures
Skills And Ability	Excellent organisational skills to be able to organise and prioritise workload within the team
Skills And Ability	Communication skills to be able to establish effective working relationships within the team and with customers
Skills And Ability	Ability to deal with confidential information appropriately
Skills And Ability	Ability to analyse and evaluate information
Skills And Ability	Ability to record and interpret information accurately
Skills And Ability	Ability to remain calm in sensitive and upsetting situations
Experience	Of a range of office systems both computerised and manual and administrative work
Experience	Of handling confidential information
Experience	Of regular production of accurate minutes from electronic notes taken at meetings, to agreed timescales
Qualification	Good standard of numeracy and literacy.
Qualification	Formal IT qualification e.g. RSA, Clait, NVQ, ECDL or equivalent based experience
Special Requirements	Willingness to undertake training and develop knowledge and skills

Special Requirements	A Standard DBS check will be undertaken as part of the pre-employment checks for this post
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Declaration			
Reviewed/Created By:	Patricia Lal		
Job Title:	Professional Support Manager	Date:	20/3/25