



Coventry City Council

Job Description

Post:	Child Protection Conference Support Officer	Job Number:	
Service:	Children's Services	Post Number:	
Location:	City Wide	Grade:	4

Our 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.

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 and Responsibilities:

1. Maintain confidentiality at all times.
2. 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.
3. Notify the Administrator staff of names and relevant details of children decided by conferences to be made subject to a Child Protection Plan.

4. 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.
5. Ensure that information systems and Performance monitoring forms are completed after each Child Protection Conference and other relevant meetings.
6. Assist in the provision of general clerical/reception services to the Quality Assurance Service.
7. Assist in the maintenance of case record files.
8. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Professional Support Manager

Date Reviewed: January 2020

Updated:



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of the services provided by Local Government and specifically in relation to Children's Services
	<ul style="list-style-type: none">• Good knowledge of IT packages to undertake word processing and produce high quality of documents including minutes
	<ul style="list-style-type: none">• Basic knowledge of Health and Safety in the workplace and of risk assessments
	<ul style="list-style-type: none">• Good knowledge of Data Protection guidelines
	<ul style="list-style-type: none">• Knowledge of a range of office systems and procedures
	<ul style="list-style-type: none">• Knowledge of the work undertaken by the Quality Assurance Service
	<ul style="list-style-type: none">• Knowledge and understanding of the child protection system and the statutory guidance working together 2018
	<ul style="list-style-type: none">• Knowledge and understanding of Children's Services information management systems, e.g. Liquid Logic or equivalent.

Skills and Abilities:	<ul style="list-style-type: none">• Excellent organisational skills to be able to organise and prioritise workload within the team
	<ul style="list-style-type: none">• Communication skills to be able to establish effective working relationships within the team and with customers
	<ul style="list-style-type: none">• Ability to deal with confidential information appropriately
	<ul style="list-style-type: none">• Ability to analyse and evaluate information
	<ul style="list-style-type: none">• Ability to record and interpret information accurately
	<ul style="list-style-type: none">• Ability to remain calm in sensitive and upsetting situations
	<ul style="list-style-type: none">•

Experience:	<ul style="list-style-type: none">• Of a range of office systems both computerised and manual and administrative work
	<ul style="list-style-type: none">• Of handling confidential information
	<ul style="list-style-type: none">• Of regular production of accurate minutes from electronic notes taken at meetings, to agreed timescales

Educational:	<ul style="list-style-type: none">• Good standard of numeracy and literacy
	<ul style="list-style-type: none">• Formal IT qualification e.g. RSA, Clait, NVQ, ECDL or equivalent



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Special Requirements:	<ul style="list-style-type: none">• Willingness to undertake further training and develop knowledge and skills• A Standard DBS check will be undertaken as part of the pre-employment checks for this post
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Date Reviewed:

Updated: May 2021