

**Post Title:** Independent Reviewing Officer MM283

**Evaluation:** 646 points **Grade:** N10

**Responsible To:** Service Manager – Safeguarding Standards Unit

**Responsible For:** N/A

**Job Purpose:** Independent chairing of statutory review meetings for children in care or with child protection plans. This includes children in an adoptive placement prior to an adoption order and children in secure accommodation.

Undertaking foster carer reviews and regulation 44 visits to children's homes.

Continuous monitoring and quality assurance of the multi-agency child protection plan / care plan, ensuring that actions required to implement the plan are carried out and outcomes are achieved within the child's timescale.

Contributing to the strategic planning and implementation of national and local plans and programmes for children including the improvement of services for children and families.

**Main Duties:** The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To convene and chair the following multi-agency meetings when required in accordance with the Local Authority's and NSCB procedures, ensuring that the child's plan is implemented within the child's timescale. To ensure that records are produced within timescales, are monitored, and shared appropriately:

- Child Protection Conferences;
- Child in Care Reviews;
- Children in Short Term Breaks;
- Foster Carer Reviews;
- Complex Abuse;
- Disruption Meetings;
- Secure Accommodation Reviews;
- AIM Meetings;

- Private Fostering Arrangements.

- 2 To cover, when necessary, the role of the Local Authority Designated Officer including chairing and managing meetings in respect of allegations against people who work with children.
- 3 To ensure that Child Protection Conferences and Reviews are conducted according to statutory and policy requirements and core standards and that all children and young people, parents/carers and relevant professionals are supported to be able to fully participate.
- 4 To implement relevant regulations and guidance including in the Care Planning, Placement and Review Regulations 2015, The IRO Handbook and Working Together to Safeguard Children 2018 in monitoring and reviewing children's plans.
- 5 To robustly challenge, where appropriate, any issue, such as drift or identifying any gaps with service within service provision through the Local Authority's Case Discussion and Escalation Process.
- 6 To participate in the strategic planning, development and implementation of plans to improve services, policies and procedures in relation to services for Looked After Children and those in need of safeguarding.
- 7 To contribute to the formulation and delivery of multi-agency training, including advanced and specialist training.
- 8 To undertake Regulation 44 visits of all regulated residential children's homes within the Local Authority and provide a written record in accordance with this regulation, for both senior management and OFSTED.
- 9 To be accountable for relevant decision-making processes and utilise the necessary IT systems to record IRO involvement and support the provision of data/information for monitoring and evaluation purposes.
- 10 To be responsible for the investigation and completion of reports relating to Serious Case Reviews and Management Reviews, and any other audits/investigations, as required. To also undertake Safeguarding responsibilities and specific tasks in an independent capacity, as delegated by the Children's Standards Manager.
- 11 To represent Newcastle Children's Services in national and regional events.
- 12 To contribute to effective business planning regarding the Local Authority's overall corporate parenting responsibilities.
- 13 To maintain a healthy, safe and secure work environment and to act in accordance with the City Council's policies and procedures.
- 14 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.