


<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>Safeguarding Officer Band C</b></p>	
<p><b>RESPONSIBLE TO</b> Local Referral Unit Manager</p>		
<p><b>RESPONSIBLE FOR</b> NOT APPLICABLE</p>		
<p><b>SPECIFIC CONDITIONS OF SERVICE</b></p>		
<p>Computer literate with experience of Microsoft applications – Experience of working in Multi Agency Environment and or Child Protection. Data input and retrieval skills essential. Working knowledge of data protection issues.</p>		
<p><b>SUMMARY OF MAIN DUTIES</b></p> <ul style="list-style-type: none"> <li>• Assume responsibility as 'Case Officer' for all allocated Child Protection Conferences (CPCs) reporting to the Local Referral Unit Manager and take personal responsibility for the CPC aspects of the case whilst the child or children remain the subject of a child protection plan.</li> <li>• Represent SYP at Child Protection Conferences (as described by the South Yorkshire Child Protection Procedures' and 'Working Together to Safeguard Children') – Initial and Reviews, presenting SYP view and ensuring that Police attendance at CPC's is optimised, prioritising attendance as necessary in consultation with the line manager.</li> <li>• Attend Strategy meetings</li> <li>• Make decisions, on behalf of SYP, about the need for a child protection plan in the best's interests of the child after having considered information shared at the conference by police and other agencies.</li> <li>• Challenge the views of other professionals, irrespective of status or organisation that are clearly inconsistent with SYP values and, in the opinion of the CPCLO, contrary to the child's best interests and/or the interests of justice.</li> <li>• To immediately raise with line managers any issues where there remains concern for the safety of a child.</li> <li>• Review CPC minutes and quality assure actions arising from them.</li> <li>• For each CPC, ensure the CONNECT record is updated and maintained in accordance with CONNECT Operating procedures</li> </ul>		