



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Investigations

**AREA/DEPT:** PVP

### FAU:

**SECTION:** MARAC & DVDS Unit

Child Protection Conference Unit

**JOB TITLE:** **SAFEGUARDING OFFICER**

**REPORTS TO:** Senior Safeguarding Officer

**CURRENT RANK/GRADE:** **D**

**DATE:** Aug 2018

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....?)

To represent Merseyside Police in multi-agency safeguarding meetings by researching Police information and sharing it with relevant partner agencies, making decisions for the safeguarding of children and vulnerable adults, and provide a support service in managing meeting requests and ensuring appropriate attendance at those safeguarding meetings.

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Represent Merseyside Police at a variety of multi-agency safeguarding meetings including, but not limited to, Initial Child Protection Case Conferences, Local Authority Designated Officer (LADO) meetings, Case Allocation Meetings, Case Discussions, Strategy Meetings, Multi-Agency Risk Assessment Conferences (MARAC) and Domestic Violence Disclosure Scheme (DVDS) panels as required, in order to share police information, and provide updates in respect of any ongoing police involvement in the case.
- b) Conduct research and collate pertinent safeguarding information from relevant force systems in order to create reports for multi-agency meetings, disseminate information to partner agencies during safeguarding meetings, and respond to legitimate requests from partner agencies to share information.

- c) Document all information shared with partner agencies and the rationale for doing so in order to provide a professional and efficient service, and maintain relevant electronic records to comply with Management of Police Information (MOPI), the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR).
- d) Assess all information provided police and partner agencies collectively in order to make informed decisions around investigation and intervention, multi-agency risk management plans and case management, and to work collaboratively and creatively to manage threat, harm and risk to victims of domestic abuse and their children, vulnerable adults, and children at risk of harm.
- e) Ensure that meeting outcomes and follow-up actions are accurately recorded and appropriately allocated. Update force systems with any flags, markers and warning signs in a timely manner. Escalate any intelligence or information gathered during meetings that may assist in preventing harm to children or vulnerable adults in the prevention and detection of crime. Quality assure meeting minutes for accuracy.
- f) Act as point of contact for Police and partner agencies in person, telephone or email and assist with enquiries and provide advice to colleagues on child protection, vulnerable adult and domestic abuse matters, to ensure effective safeguarding.
- g) Identify crimes disclosed by third party agencies within multi-agency meetings that have not been previously reported to Police and ensure that they are appropriately recorded to comply with National Crime Recording Standards, and allocated for investigation via the Crime Demand Unit where relevant.
- h) Identify inappropriate requests for Police information that fall outside the bounds of any information sharing agreement or legislative framework and bring these to the attention of your Line Manager to ensure that the appropriate challenge is made.
- i) Undertake all responsibilities relating to information management, data quality, and information sharing, in accordance with the National Police Chief's Council Guidance on the Management of Police Information in order to achieve compliance with the Statutory Code of Practice.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

#### **Qualifications and Knowledge**

A good knowledge of Child Protection, Vulnerable Adult and Domestic Abuse offences, processes and best practices, Authorised Professional Practice (APP) on Information Management issued by the College of Policing including Home Office Code of Practice on MOPI, Data Protection Act, the General Data Protection Regulation and the Freedom of Information Act to enable decision making and provision of information to Police and partner agencies for all safeguarding cases.

A working knowledge of the Care Act 2014, Working Together 2018 and Social Care Levels of Need to enable an understanding of the different levels of safeguarding work.

Driving Licence is essential to enable travel to attend case conferences / meetings across the Force area. Post holder must be a Police Basic Driver to enable use of Force vehicles.

#### **Experience**

Essential experience of multi-agency safeguarding processes, involving professionals, parents or children. Ability to provide clear, balanced and unbiased information which differentiates between fact and opinion.

Experience of working in a business area of high demand and high risk. To demonstrate a record of accurately identifying pertinent information and providing a timely response to enable partner agencies to appropriately manage risk.

Experience of evaluating information and developing multi-agency risk management plans to ensure the safeguarding of children and vulnerable adults.

#### **Skills and Abilities**

Essential to have good communication and inter-personal skills, both written and verbal, to enable the completion of accurate and concise reports for Police and partner agencies whether email or telephone in order to provide an effective service to Police and partner agencies.

Must possess good analytical and problem solving skills to make informed decisions and assist in performing daily tasks and be able to demonstrate high levels of self-motivation and flexibility in order to work independently and manage high workloads when required.

Proficiency in using force IT systems such as MS Excel, MS Outlook, MS Power Point, MS Word and the ability to self-improve by gaining on-line learning from NCALT, Breeze and Virtual Training Library in any relevant courses when necessary in order to improve knowledge and skills to provide an effective service to safeguard children and vulnerable adults.

Ability to research and interrogate force systems i.e. NICHE, PNC, PND, CORVUS, STORM and VISOR in order to collate information relevant to the role on a daily basis. Post holder must also have the ability to learn and use other IT systems (e.g. partner agency systems such as Liquid Logic) to provide an effective inter agency data sharing service.

Possess high levels of self-motivation in order to work in a small team environment, work independently and manage workloads when required, to provide an effective Police service within inter-agency working.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

#### **4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

None

**(b) Supervision Received:**

Dependent upon unit - First Line Manager the Senior Safeguarding Officer or MASH Detective Sergeants, the second Line Manager is the Safeguarding Manager or Detective Inspector (MASH).

Line Managers will be available daily for guidance and support.

Regular supervision and feedback meetings to be arranged by Line Managers.

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Safeguarding Researchers within MASH strands - daily contact  
PVPU investigators - daily contact

All contacts are required to ensure timely sharing of information and advice, to safeguard children and vulnerable adults.

(ii) ***Outside Merseyside Police:***

Safeguarding Partner Agencies – daily contact with all via multi-agency meetings

e.g. Social Care – Children and Adult  
Health  
Education  
Probation  
IDVA (Independent Domestic Violence Advocate)  
IDSVA (Independent Domestic and Sexual Violence Advocate)  
IMCA (Independent Mental Capacity Advocate)  
Social Housing Providers  
Domestic Abuse services (such as LDAS, SLDAS, SWACA)

All contacts are required to ensure timely sharing of information, and advice to be provided, to safeguard vulnerable children and adults.

**5. CONTEXT:**

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

Research, collate, and disseminate Police information to multi-agency partners for the purposes of safeguarding children and vulnerable adults and liaise with Police and partner agencies regarding the progression of risk management and multi-agency case work, within multi-agency safeguarding meetings or discussions.

Travel within the Force area and occasionally outside in exceptional circumstances, to attend Safeguarding Meetings.

The role may require the post holder to work from various satellite stations within the Force area as meeting demand dictates.

The post holder will predominantly work with the Force Flexitime Scheme, Monday to Friday, the core hours being 0900 – 1700 hours to align with multi-agency partnership meeting times. However flexibility is required from the role holder if meetings overrun. There are no unsocial hours, weekend working or shift pattern associated with this role.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Merseyside Police Domestic Abuse Policy

Merseyside Police Child Abuse Policy

Merseyside Police Child Sexual Exploitation Policy

Merseyside Police Child Abduction Warning Notice Policy

Merseyside Police Adult at Risk Policy

ECHR Law

Data Protection Act and proposed Data Protection Act 2018, and General Data Protection Regulation (GDPR), MOPI, Freedom Of Information Act, National Decision Making Model, Police Driving Regulations and Merseyside Police Policies and Procedures.

Information Sharing Agreements.

Any internal Police changes that are required can be discussed with Line Managers.

Regular meetings are held with Partner Agencies to provide an opportunity to influence procedures and improve the safeguarding provision pan-Merseyside.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** N/A

**Staff:** None

**Other:** The number of customers varies on a daily basis but will always include all partner agencies PAN Merseyside and departments within Merseyside Police.

The geographic territory is Merseyside Police Force / Local Authority Boundaries and on rare occasions outside the Force Area as directed by Line Manager.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Managing the volume of meeting requests for the MARAC, DVDS or CP Conference Unit and ensuring attendance at those meetings in the timescales set. Providing guidance to colleagues in order to provide an efficient and effective safeguarding service.

Researching large volumes of Police information and ascertaining what is relevant to share with partners and distilling this into an appropriate format. Ensuring the information shared is proportionate, legal, accountable and necessary and complies with Data Protection Act and General Data Protection Regulation.

Prioritisation of the large volume of research tasks required to meet demand from partner agencies, ensuring that the cases of highest risk are identified and prioritised, taking cognisance of meeting schedules and timetables.

When necessary holding to account partner agencies responses to safeguarding issues when discussing domestic abuse perpetrators and safeguarding children and vulnerable adults, by escalating issues through appropriate line management.

Being flexible to prioritise competing demands of the role including time management and travel demands.

Managing expectations of partner agencies.

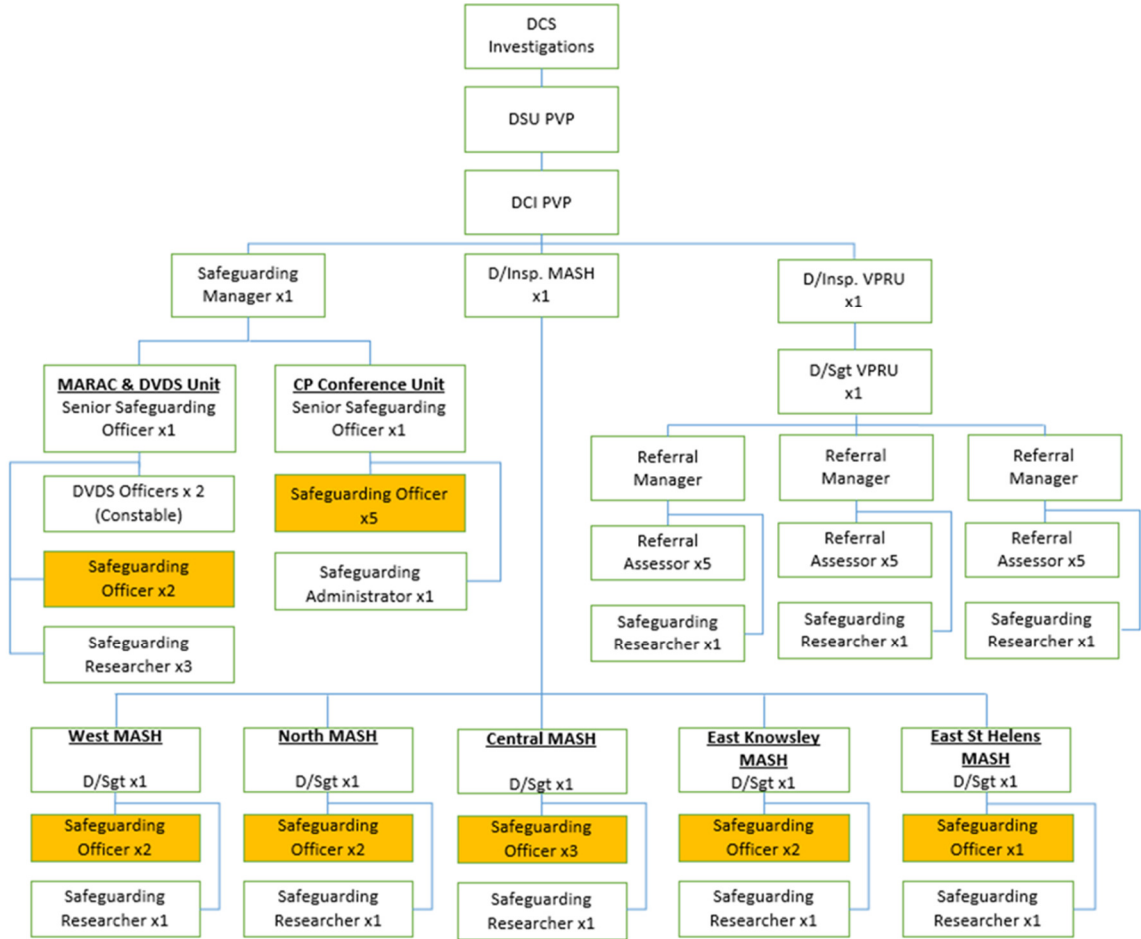
**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

N/A

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:  
(Please print in block capitals)

POSTHOLDER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Extn \_\_\_\_\_

MANAGER'S NAME:  
(Please print in block capitals)

MANAGER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Extn \_\_\_\_\_