

ROLE PROFILE Part1	Role Title	SAFEGUARDING CONFERENCE ATTENDER			Dept /LPA	PUBLIC PROTECTION DEPARTMENT
			VETTING LEVEL			
Grade/Rank	Scale 6					
Responsible To	PPU Safeguarding Sergeant					
Staff Line Managed	None					
Reviewed by (Manager)	Inspector Darren Murphy				Date	24/12/14
Purpose of Job	To fulfil objectives in Safeguarding across all the Public Protection Department (PPD) strands in order to meet its obligations to protect adults and children at risk of harm, and specifically to attend multi-agency meetings and visit victims of domestic abuse.					
Key Accountabilities	1. To attend non-crime (i.e not Child Abuse Investigation Team OIC) RCPCs and ICPCs, Multi Agency Risk Assessment Conferences (MARAC), Integrated Domestic Abuse Programme (IDAP/IARM/BBR) meetings, Adult Safeguarding Meetings, other strategy meetings and any other meeting type (as directed) so as to provide accurate, relevant and proportionate information to inform risk decisions at those meetings in a professional way 2. To research police systems (including the use of MDT) to identify relevant information and intelligence concerning parties in both Adult or Child Protection enquiries to present at relevant strategy meetings, Initial and Review Child Protection Case Conferences. To evaluate the risk assessment to identify the level of risk involved at such meetings. Use professional judgement to make recommendations regarding the risk assessment if appropriate. 3. To provide advice (including face to face home visits or by phone/writing) to victims of domestic abuse in order to promote Safeguarding and to minimise risk, completing all necessary victim safety planning as per force policy and procedure and record the contact accurately. 4. To liaise with Children and Adult Services and provide/update information relating to children at risk and their families/associates in line with guidance and policy. 5. Ensure that appropriate 'flags' are actioned to be put into RMS and/or Altaris if required and check that RMS links are made in respect of occurrences and persons. 6. To complete all agreed multi agency meeting actions as directed . 7. To use professional judgement, expertise and experience to (if required) prepare and administrate written summaries , reports, chronologies, forms and files for disclosure to partner agencies and for use by police representatives in Adult/Child Protection meetings and Case Conferences. 8. Provide specialist advice and support to other area staff. 9. To keep abreast of new guidance and legislation and attend training and awareness seminars as required. 10. To interview victims and witnesses (including vulnerable) as required. 11. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire & IOW Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation. Staff may be deployed to work anywhere within the Hampshire Police area to support operational activity and on occasions there may be a need to work beyond					

	the county boundaries and must hold a current full driver's licence and be prepared to take and pass a Force driving course if required. May be called on to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We are collaborative Level 1 We Deliver, Support and Inspire Level 1 We Analyse Critically Level 1
Education/ Qualifications	Essential: Educated to Educated to QCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable: n/s
Experience and Skills	Essential : Experience in an agency environment with experience of participating in multi-agency meetings. Presenting information to meetings. Report writing and communication skills- e.g. the production of clear, concise and accurate records and reports. Experience in evidence gathering including that gathered in an interview type setting. To be computer/keyboard literate and a competent keyboard user. Desirable: To have an understanding of data protection issues in order to ensure that information is handled and filed correctly. Experience working in a public protection background.
Approved by HR	Julie Chivers, Hr Advisor Date 27/09/14