

Child Protection Liaison Officer

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: D/Sergeant PPU

JE Reference: JHA077

Grade: 9

JE Date: 12/03/21

Job purpose

To represent the States of Jersey Police (SOJP) at Initial Child Protection Conferences (ICPC) and Review Child Protection Conferences (RCPC) which are held when enquiries have shown a child or young person has been put at risk or suffered harm.

Working as part of the Public Protection Unit (PPU), the post holder is responsible for the effective inter-agency management of child protection.

Job specific outcomes

1. Act as a single point of contact within SOJP for all internal departments and external partner agencies, with regard to the safeguarding of children subject to the Child Protection Register.
2. Research and analyse all police source material for inclusion in files and reports required for ICPC and RCPC.
3. Compose concise and accurate reports that convey all relevant material required during the ICPC and RCPC, ensuring their prompt preparation, processing and submission.
4. Monitor information received by the PPU following allegations and enquires relating to child protection and domestic violence incidents. Evaluate reports and information from partner agencies and assess their impact on current cases subject to ICPC/RCPC process. This includes monitoring intelligence records related to individuals who pose a risk to children.
5. Ensure compliance with the Information Sharing Protocol within the Multi Child Protection Procedures and Data Protection Legislation. Ensure all recognised protocols and procedures relating to the ICPC process are adhered to and standards maintained in accordance with SOJP policy and the JCPC Multi Agency Child protection procedures.
6. To attend and actively contribute to ICPC and RCPC. Represent SOJP and when required, challenge decision making processes and escalate with relevant partnership.
7. Complete administration and general matters relating to the processing of information, e.g. updating warning markers on relevant database. in a prompt efficient manner and in accordance with relevant policies, procedures and legislation.
8. Provide guidance and information to Police Officers and staff on all matters related to the conference process and to encourage a positive exchange of relevant information. This

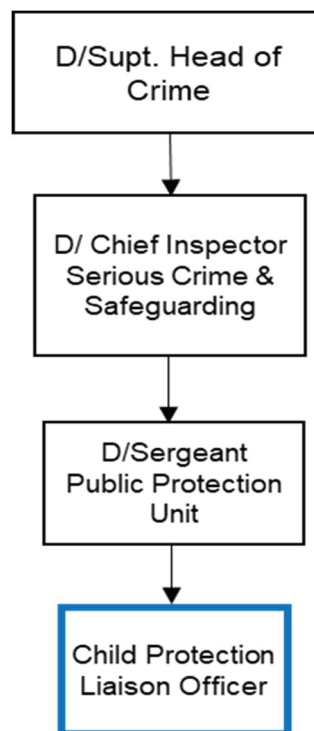
includes managing enquiries from Social Services and other agencies involving children on the Child Protection Register who may be subject to emergency removal/placement.

9. Maintain professional accountability and keep up to date with relevant policy and procedure and legislation relevant to this post by attending training courses, conferences and seminars.
10. Carry out any other reasonable requests as outline by the Detective Sergeant of the PPU.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Job s Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Educated to A Level (or equivalent) or demonstrates equivalent level of experience, with relevant professional qualification.	
Knowledge <i>This relates to the level and breadth of practical</i>	Working knowledge of relevant systems (e.g. Microsoft), equipment, processes and procedures including standard software	An understanding and application of:

<p><i>knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>packages, with limited use of non-standard software;</p> <p>Knowledge of operating across a number of systems and adjusting to specialist systems.</p> <p>Working knowledge of child protection procedures and legislation;</p> <p>An understanding of how the relevant partner agencies involved contribute towards this role.</p>	<ul style="list-style-type: none"> • Children (Jersey) Law 2002 • Protection of Children (Jersey) Law 1994 • Working Together 2013 • JCPC Multi-agency Child Protection Guidelines • ACPO Guidelines on the Investigation and Safeguarding of Children • Data Protection (Jersey) Law. • Human Rights (Jersey) Law 2000
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Excellent IT skills are essential, as is a working knowledge of all Microsoft Office applications;</p> <p>Experience of database administration in an office environment is essential;</p> <p>Attention to detail and ability work in an accurate manner with minimum supervision;</p>	<p>It is desirable that the post-holder has attended JCPC Multi-Agency training courses.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>The post-holder must possess excellent verbal and written communication skills. It is essential the post-holder is able to digest and summarise complex information from a variety of sources;</p> <p>Additionally the post-holder will have a track record of using initiative and can demonstrate:</p> <ul style="list-style-type: none"> • Sound judgement • Flexibility and maturity • Advanced problem solving • High levels of personal integrity and confidentiality • A strong work ethic 	

	<p>Attention to detail and ability work in an accurate manner with minimum supervision.</p> <p>Reliability, discretion and trustworthiness are required, as the post-holder will have constant access to classified material and personal records;</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Prior experience in a child protection or safeguarding position to demonstrate strong understanding of relevant procedures involved in safeguarding (multiagency)</p> <p>Experience of database administration in an office environment is essential;</p> <p>Experience and understanding of data protection issues is essential; Ability to plan and organise own day work/schedules.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.