



Job description			
Job title	Child Protection and Review Manager		
Grade	Q		
Directorate	Children's Services		
Service/team	Safeguarding Quality Assurance		
Accountable to	Service Manager - Safeguarding		
Responsible for	N/A		
JE Reference	A4192	Date Reviewed	14.05.2025

Purpose of the Job

To contribute to the operational effectiveness of the Child Protection and Review service and to be responsive to the challenges of inter-agency working to achieve effective safeguarding arrangements for the children and young people of Knowsley.

Being clear about your role, its purpose and outcomes is very important to us. We want you to achieve and in doing so improve outcomes of children, young people and their families in Knowsley.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Service Provision

1. Ensure the maintenance of the child protection and looked after children management systems, in line with legislative requirements, Department for Education regulation/guidance and the service areas policies and procedures
2. Manage allocated resources in a timely, cost effective and performance orientated manner. Be responsible for challenging and reporting on where services do not meet the required standards.
3. Monitor the accuracy of the information held regarding Children who are on a Child Protection Plan and Children who are for by Knowsley.
4. Conduct Child Protection Conferences and cared for Children Reviews in line with legislation, Policy and Procedure



5. Conduct audits of work as outlined in Knowsley's Quality Assurance and Learning framework and Reg 44 visits to Care Homes where requested.
6. Have a significant role in the improvement of standards and quality across agencies through influence the chairing role.
7. Participate in the regular collection, collation, analysis and reporting of performance management information which meets the needs of the service area, the wider Council and service users
8. Personally conduct case reviews / investigations, recommending changes to procedure and practice in light of experience and in accordance with legislation and best practice
9. Undertake individual case management reviews pursuant to Chapter 8, Working Together to Safeguard Children and represent the service on Serious Case Review Panels
10. Work with and support other services and organisations to ensure a 'joined up' approach to safeguarding children and take a co-ordinating role where child protection issues arise.
11. To actively support the work of the Service Manager – Safeguarding.
12. Support the development of the programme of systematic review of the effectiveness of policies, procedures and practices in relation to child protection and Cared for Children.
13. Represent the Directorate at a range of strategic and operational multi agency fora, such as Multi Agency Child Sexual Exploitation Meeting.
14. To actively contribute to the design and implementation of staff training programmes associated with Safeguarding and Cared for Children issue on an intra and inter directorate level. Personally undertake and deliver training as required.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.



- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.