

## Disgrifiad Swydd

Teitl y Swydd	Swyddog Diogelu ac Adolygu Annibynnol
Gwasanaeth	Porth Cynnal
Graddfa	12
Pwynt/iau Cyflog	35-37
Cyflog	£43,421 - £45,441
Pwrpas y Swydd	Darparu gwasanaeth adolygu statudol annibynnol ar gyfer Plant sy'n Derbyng Gofal a Phlant sy'n Gadael Gofal, Plant mewn Lleoliadau Preswyl, a Phlant sy'n derbyn Gwasanaeth Gofal Seibiant/Seibiant Byr. Hefyd, cadeirio Cynadleddau Amddiffyn Plant.
Lleoliad	Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tim Gwella Ansawdd
Cyfrifoldebau Goruchwylio / Rheoli	Darparu sicrwydd ansawdd annibynnol ac arbenigol i staff gwaith cymdeithasol ar faterion cynllunio gofal ar gyfer plant sy'n derbyn gofal, plant sy'n gadael gofal, a phlant sy'n destunau cynadleddau amddiffyn plant
Atebolrwydd	Rheolwr Tim
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion a phlant sy'n wynebu risg yn flaenoriaethau allweddol i ni. Ein nod yw cynorthwyo oedolion sy'n wynebu risg, plant a phobl ifanc, i sicrhau eu bod mor ddiogel â phosib. Rydym yn cydnabod eu hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu eu lles. Disgwylir y bydd pob aelod staff a gwirfoddolwr yn rhannu'r ymrwymiad hwn, a byddwn yn gofyn am Wiriad Manwl gan y Gwasanaeth Datgelu a Gwahardd (DBS), sef y Swyddfa Cofnodion Troseddol (CRB) gynt, cyn penodi ar gyfer y swydd hon.

### Dyletswyddau a chyfrifoldebau

#### Bydd prif ddyletswyddau'r swydd yn cynnwys:

- cadeirio Adolygiadau Plant sy'n Derbyng Gofal, Adolygiadau Cynllun Llwybr, ac Adolygiadau Mabwysiadu yn unol â gofynion Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 a Rheoliadau Cynllunio Gofal, Lleoli ac Adolygu Achosion (Cymru) 2015. Mae hyn yn cynnwys plant sydd wedi'u gosod ym mhob lleoliad o fewn ffiniau Ceredigion a thu hwnt, tu fewn a thu allan i Gymru
- cadeirio Cynadleddau Cychwynnol a Chynadleddau Adolygu Amddiffyn Plant yn unol â Gweithdrefnau Diogelu Cymru a chanllawiau statudol
- adolygiadau o blant sy'n derbyn gofal seibiant a seibiannau byr, a phlant a osodwyd mewn Lleoliadau Preswyl, gan gynnwys y rhai nad ydynt yn dod dan Reoliadau Plant 'Sy'n Derbyng Gofal'

#### Bydd disgwyl i Ddeiliad y Swydd:

- gynnal adolygiadau fel y nodir mewn ffordd broffesiynol ac yn unol â safonau a chanllawiau statudol Swyddogion Adolygu Annibynnol
- gweithredu ac ymgorffori defnydd o'r Fframwaith Ymarfer Arwyddion Diogelwch

- gweithredu fel swyddog arweiniol i gydlynu ymateb rhyngasiantaethol effeithiol ar gyfer plant mewn angen, gan gynnwys plant sydd angen eu hamddiffyn a phlant sy'n derbyn gofal
- datblygu a sicrhau ymarfer da, cyson ac effeithiol, yn unol â safonau statudol, corfforaethol a safonau rhyngasiantaethol
- monitro i ba raddau mae'r cynlluniau'n cael eu cyflawni i gwrdd â gofynion lles y plentyn, a chymryd camau i sicrhau bod y cynlluniau'n cael eu hadolygu neu'u hadnewyddu pan fydd angen newid
- sicrhau bod lleisiau plant a phobl ifanc yn cael eu clywed, a'u bod yn cael eu cynorthwyo i gymryd rhan yn eu hadolygiadau
- darparu profiad o Sicrhau Ansawdd ac archwilio achosion
- hyrwyddo cyfranogiad gan blant, pobl ifanc (18-25 oed), eu rhieni (all fod yn agored i niwed eu hunain) a'u gofalmwr yn y cyfarfodydd hyn, gan sicrhau bod y broses o weithredu cynigion gweithredol o ran eiriolaeth, a'r cynnig gweithredol o ran cymorth, ar gael drwy gyfrwng y Gymraeg
- sicrhau bod staff proffesiynol yr holl asiantaethau'n cael y cyfle i gyfrannu mewn cyfarfodydd, a bod y cyfraniadau hyn yn cael ystyriaeth gyfartal
- cyfathrebu canlyniadau'r cyfarfodydd hyn yn effeithiol i'r plentyn/person ifanc, rhieni, gofalmwr, a'r holl bartion perthnasol
- ysgrifennu'r holl adroddiadau priodol i'w cynnwys yng nghofnod y plentyn ar WCCIS (system mynegai cleientiaid)
- sicrhau bod penderfyniadau'n cael eu gweithredu o fewn y graddfeydd amser a bennwyd, a bod unrhyw bryderon yn cael eu datrys drwy ddefnyddio'r protocolau perthnasol
- cyfrannu at brosesau sicrhau ansawdd drwy fonitro a gwerthuso ymarfer a chadw at safonau, polisïau a gweithrefnau adrannol ac amlasiantaethol
- darparu staff a rheolwyr â chynngor arbenigol ar achosion unigol
- cynorthwyo i ddatblygu'r Fframwaith Ymarfer Arwyddion Diogelwch yng Ngheredigion ac ymgymryd â hyfforddiant fel bo angen
- cyfrannu at ddatblygiad y Model Gweithredu Gydol Oed a Llesiant a rhoi strategaethau a chynlluniau gweithredu perthnasol ar waith fel bo angen

## Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cynhwyster proffesiynol mewn Gwaith Cymdeithasol (Gradd mewn Gwaith Cymdeithasol, DipSW, CQSW neu gymhwyster cyfwerth) a 5 mlynedd o brofiad ar ôl cymhwyso. Cofrestriad cyfredol â Gofal Cymdeithasol Cymru	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: <b>Lefel 3</b> Darllen: <b>Lefel 3</b> Ysgrifennu: <b>Lefel 3</b>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: <b>Lefel 5</b> Darllen: <b>Lefel 5</b> Ysgrifennu: <b>Lefel 5</b>	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad.
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• meddu ar ddealltwriaeth dda o'r fframwaith cyfreithiol a'r polisiau a'r canllawiau mewn perthynas â phlant a phobl ifanc mewn gofal, rhai sy'n gadael gofal, maethu a mabwysiadu, diogelu a gofalu, a gwasanaethau cymorth i blant a'u teuluoedd</li> <li>• y gallu i gadeirio cyfarfodydd cymhleth gyda phlant, teuluoedd ac asiantaethau eraill</li> <li>• profiad o gynnal asesiadau risg, asesiadau o anghenion gofal a chymorth, hyrwyddo cynlluniau amddiffyn, gofal a chymorth, a'r broses o gynllunio/gweithredu gofal</li> <li>• ymrwymiad i weithio mewn dull seiliedig ar gryfderau gan ymgorffori'r Fframwaith Ymarfer Arwyddion Diogelwch</li> <li>• y sgiliau a'r profiad i ddatblygu perthynas â phlant a phobl ifanc a'u teuluoedd a'u gofalwyr, i hyrwyddo canlyniadau da a chyfranogiad i gynlluniau gofal a chymorth ac amddiffyn</li> <li>• sgiliau trefnu da a'r gallu i weithio ar eich liwt eich hun ac fel rhan o dîm sy'n gweithio'n unol â safonau a rheoliadau cenedlaethol, dangosyddion perfformiad a gweithdrefnau lleol</li> <li>• y gallu i nodi, herio a mynd i'r afael â materion sy'n rhwystro cynlluniau plant rhag symud ymlaen yn effeithiol</li> <li>• y gallu i ysgrifennu adroddiadau a chynlluniau cryno o ansawdd da gan ddefnyddio pecynnau technoleg priodol</li> <li>• sgiliau rhyngbersonol ardderchog a'r gallu i weithredu mewn ffordd bendant i sicrhau bod cyfarfodydd yn cael eu rheoli'n dda, i gynnwys cyfranogwyr, i wneud argymhellion priodol, ac i wneud penderfyniadau</li> <li>• y gallu i deithio i leoliadau amrywiol i ddiwallu gofynion y swydd.</li> <li>• y gallu i ddarparu cyngor arbenigol i gydweithwyr mewn ffordd sy'n glir ac yn dderbyniol</li> <li>• tystiolaeth glir o ddiddordeb mewn dadansoddi gwybodaeth am berfformiad ac mewn datblygu gwelliannau i wasanaethau ac ansawdd ymarfer</li> </ul>	

	<ul style="list-style-type: none"> <li>• ymrwymiad i ymarfer gwrthorthrymol seiliedig ar gryfderau, i hyrwyddo gwydnwch plant, teuluoedd a chymunedau</li> <li>• ymrwymiad i weithio mewn</li> </ul>
Profiad Hanfodol	<ul style="list-style-type: none"> <li>• o leiaf 5 mlynedd o brofiad ar ôl cymhwyso o weithio gyda phlant a'u teuluoedd, gydag o leiaf 3 o'r rheiny gydag asiantaeth gofal plant statudol.</li> <li>• profiad o reoli neu oruchwylio staff gwaith cymdeithasol, gan weithredu o fewn y fframwaith a chanllawiau cyfreithiol.</li> <li>• profiad o gadeirio cyfarfodydd o natur heriol.</li> <li>• sgiliau TG da a'r gallu i ddefnyddio system gofnodi electronig.</li> </ul>
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> <li>• Gofynion Cyfreithiol a Pholisïau yn y maes gwaith hwn.</li> <li>• Hyfforddiant Arwyddion Diogelwch.</li> <li>• Rhaglen Hyfforddi Staff a Rheolwyr y Cyngor.</li> </ul>
Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> <li>• Gwybodaeth am y Fframwaith Arwyddion Diogelwch</li> <li>• Gwybodaeth am y Gwasanaeth Integredig Cymorth i Deuluoedd</li> <li>• Cymhwyster Rheoli</li> </ul>
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Yn meddu ar drwydded yrru lawn</li> <li>• Yr hyblygrwydd i weithio'n effeithiol gartref, gan gynnwys cyflymdra band eang dibynadwy o ansawdd da</li> <li>• Deall yr hyblygrwydd sy'n ofynnol ar gyfer y rôl yn sgil anghenion y gwasanaeth, a deall felly y gall y rôl olygu gweithio ar nosweithiau a phenwythnosau.</li> </ul>

## Job Description

Post Name	Independent Safeguarding Reviewing Officer
Service	Porth Cynnal
Grade	12
Spinal Point/s	35-37
Salary	£43,421 - £45,441
Job Purpose	To provide an independent statutory reviewing service for Looked After Children and children who are Leaving Care, Children in Residential Placements and Children receiving a Short Break/Respite Service. To also chair Child Protection Conferences.
Location	Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Quality Assurance and Improvement Team Manager
Supervisory/Managerial Responsibilities	To provide independent and specialist quality assurance for social work staff on care planning matters for looked after children, care leavers and children subject to child protection conferences
Accountability	Team Manager
Contractual Terms Associated with the Post	Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.
<b>Duties and Responsibilities</b>	
<p><b>The main duties of the post will involve:</b></p> <ul style="list-style-type: none"> <li>• Chairing the Reviews of Looked After Children and Pathway Plan Reviews and Adoption Reviews in accordance with the requirements of the Social Service and Well-being (Wales) Act 2014 and the Care Planning, Placement and Case Review (Wales) Regulations 2015. This includes children placed in all settings within Ceredigion's boundaries and elsewhere in and outside of Wales.</li> <li>• Chairing Initial and Review Child Protection Conferences in accordance with the Wales Safeguarding Procedures and statutory guidance.</li> <li>• Reviews of children who receive respite care and short breaks and children placed within Residential Placements including those children who are outside the 'Looked After' Regulations.</li> </ul> <p><b>The Post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>• Conduct reviews as specified in a professional manner and in accordance with the IRO standards and statutory guidance;</li> <li>• Implement and embed the use of the Signs of Safety Practice Framework</li> </ul>	

- Act as lead officer in co-ordinating an effective inter-agency response to children in need including children in need of protection and children looked after.
- Develop and ensure good consistent and effective practice, in line with statutory, corporate and inter-agency standards
- Monitor how well the plans are being delivered to meet the child's well-being outcomes and take action to make sure the plans are revised or renewed where change is required.
- Ensure children and young people's voices are heard, and that they are supported to participate in their reviews.
- Provide Quality Assurance experience and case auditing
- Actively promoting participation in these meetings by children, young people (ages 18-25yrs), their parents (some of whom may be vulnerable themselves) and carers, and ensuring the implementation of the active offers for advocacy and the active offer for support to be provided through the medium of Welsh
- Ensuring that professional staff from all agencies are given the opportunity to contribute to meetings and that these contributions are given equal consideration.
- Effectively communicating outcomes of meetings to the child/ young person, parents, carers and all relevant parties.
- Writing appropriate reports to be included in the child's record on WCCIS ( client index system)
- Ensuring that the decisions are implemented within the specified timescales and that any concerns are resolved by using the relevant protocols.
- Contribute to quality assurance processes by monitoring and evaluating practice and adhering to standards, policies and departmental and multi-agency procedures
- Providing specialist advice to staff and managers on individual cases.
- Assist in the developemnt of the Signs of Safety Practice Framework in Ceredigion and to undertake training as required.
- Contribute to the development of the Through Age and Well-being Operating Model and implement relevant straetgies and action plans as required.

Job Evaluation Post Ref

JD 1434-02

## Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	A professional qualification in Social Work (Social Work Degree, Dip SW, CQSW or equivalent) and 5 years post qualifying experience. Current registration with Social Care Wales	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 3</b> Writing <b>Level 3</b>	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: <b>Level 5</b> Reading: <b>Level 5</b> Writing <b>Level 5</b>	The English linguistic skills noted are required on appointment.
Practical and personal skills	<ul style="list-style-type: none"> <li>• Have a good understanding of the legal and policy and guidance framework relating to children and young people in care, care leavers, fostering and adoption, safeguarding and care and support services for children and their families.</li> <li>• The ability to chair complex meetings with children, families and other agencies</li> <li>• Experience of undertaking risk assessments, assessments of care and support needs, promoting protection care and support plans and of the care planning process/care proceedings.</li> <li>• Commitment to work in a strengths based approach and embed the Signs Of Safety Practice Framework</li> <li>• The skills and experience to develop relationships with children and young people and their families and carers to promote good outcomes and participation in care and support and protection plans.</li> <li>• Good organisational skills and ability to work alone and also as part of a larger team which works to national standards, regulations, performance indicators and local procedures</li> <li>• Ability to identify, challenge and escalate issues that hinder the effective progression of children's plans</li> <li>• Ability to write concise and good quality reports and plans using appropriate technology packages</li> <li>• Excellent interpersonal skills and the ability to act assertively to ensure that meetings are well managed to include participants and to make appropriate recommendations and to take decisions</li> <li>• Ability to travel to various locations to meet the requirements of the job.</li> <li>• Ability to provide Specialist advice to colleagues in a manner that is clearly understood and accepted.</li> <li>• Clear evidence of an interest in analysing performance information and to develop service improvements and quality of practice</li> <li>• Commitment to anti-oppressive and strengths based practice promoting the resilience of children, families and communities.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The commitment to work in a bilingual environment and to promote the active offer and the practices of the Welsh Government Framework 'More Than Words'.</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>• Minimum of 5 years post qualification experience in working with children and their families, at least 3 of which must have been in a statutory child care agency.</li> <li>• Experience of managing or supervising social work staff operating within the legal and guidance framework</li> <li>• Experience of chairing meetings of a challenging nature.</li> <li>• Good IT skills and ability to use electronic recording system.</li> </ul>
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> <li>• Legal and Policy requirements in this field of work.</li> <li>• Signs of Safety training</li> <li>• The Council's Staff and Management Training Programme.</li> </ul>
Desirable	
Qualifications / Training	<ul style="list-style-type: none"> <li>• Knowledge of the Signs Of Safety Practice Framework</li> <li>• Knowledge of the Integrated Family Support Service</li> <li>• Management or Post Qualifying Qualification</li> </ul>
Practical / Personal Skills	<ul style="list-style-type: none"> <li>• Must hold a full driving licence</li> <li>• The ability to have the flexibility to work effectively from home, including good quality reliable broadband speed</li> <li>• Understand the flexibility required in the role as a result of the needs of the service and that, as a result, the role may include evening and weekend working</li> </ul>