



# Bracknell Forest Children, Young People & Learning Recruitment Pack

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## Family Safeguarding Social Workers/Senior Practitioners

Visit our micro-site [www.bracknell-forest.gov.uk/childrensocialcare](http://www.bracknell-forest.gov.uk/childrensocialcare) to meet some of our current staff and find out more about working for Bracknell Forest Children's Social Care

*'Social workers enjoy working for Bracknell Forest. They appreciate the training and clinical supervision that they receive, as well as the availability and support of senior managers.'*

Bracknell Forest Council Ofsted Inspection of services for children in need of help and protection, children looked after and care leavers – May 2017



# About Children's Social Care at Bracknell Forest

Our department aims to ensure that children and young people in Bracknell Forest achieve the best possible outcomes for their lives through education, advice and guidance and access to support.

## **Children's Specialist Support**

Bracknell Forest Council's Children's Specialist Support Team is part of Children's Social Care, and is co-located with the Special Educational Needs Team and Educational Psychology. The team work with children and their families who require a specialist social care response as a result of needs or risks relating to disability, physical/sensory impairment, complex health needs, learning /disability, child sexual exploitation and or going missing. The role of the team is to support permanency with a personalised approach that enables wherever possible children to be cared for safely within their own families.

## **Safeguarding**

The remit of the Safeguarding team is focussed on preventative work and on child protection.

The Multi-Agency Safeguarding Hub is the front door to Children's Social Care Services, providing advice and information to the public and professionals. If a contact or referral to the team does not meet the threshold for social work assessment, it is signposted / stepped down to appropriate services or other early help resources.

The Assessment Team receives referrals from the MASH and carries out child protection enquiries and child in need assessments, visiting families when there are concerns about children's safety and/or welfare. Following an assessment if further intervention is required the family are allocated a social worker from one of the Family Safeguarding Teams the Under 11's, Over 11's or Children's Specialist Support Teams. All case work is closed or transferred from the Assessment Team within 4 to 6 weeks.

The Family Safeguarding Under 11's team primary role is to ensure that the welfare of vulnerable children and young people is safeguarded and has a particular focus upon those children who are subject to Child Protection Plans or Care Proceedings, although the team carry a significant number of Child in Need cases too.

Both teams have close working relationships with our Legal Department, Independent Reviewing Service and multi-agency partners.

## **Looked After Children**

### ***The Family Safeguarding Over 11's Team***

The Family Safeguarding Over 11's team works with children, young people and their families assessing help and support needed, as defined by the Children's Act 1989 and makes arrangements to provide appropriate services. This includes Child in Need assessments and Child Protection enquiries and support for Looked After Children. The team manages high risk, complex cases and progresses matters via the family justice system, as appropriate.

### ***Life Chances Team***

The Life Chances Team is a virtual, interagency team working with Looked After Children. The team is a method of effectively using the time of the professionals involved to understand and put into place solution focused plans and actions to address any current or potential difficulties that could impede the progress of the child or young person. The overall aim of the team is to improve outcomes of children and young people in preparation for adulthood in the areas of accommodation needs, health care and educational achievement.

### ***Family Placement Team***

The Family Placement Team provide the full range of family placement services, including fostering, post adoption, respite care, supported lodgings, connected persons fostering, Special Guardianship, assessing private fostering arrangements and the short break scheme for disabled children. The team is also responsible for all aspects of placement finding for planned and unplanned needs.

## **Youth Offending Service**

The Youth Offending Service (YOS) is made up of professionals from a variety of agencies. The team includes a social worker, police officer, health worker, education specialist, training & employment worker, substance misuse worker, case managers, parenting worker and restorative justice coordinator. We provide services for young people aged 10 to 17 who have offended and are sentenced by the Youth or Crown Court, to be supervised in accordance with the conditions of their Youth Justice Court Orders. The service is provided with due regard for the victims of these offences.

## **Leaving Care Service**

The Leaving Care team provides support to Looked After Children from the ages of 15 1/2 years and acts in the capacity of personal advisor until the age of 21 years, as defined by the Care Leaving Act 2000, the Children and Young Persons Act 2008, Care Planning Regulations 2011 and the Transition to Adulthood Statutory Guidance 2011. There is an expectation that the team is in regular contact with the young person, visits their accommodation within timescales, addresses their NEET (not in education, employment or training) and health needs and acts as a concerned involved parent. The Local Authority is required to provide support until the young person reaches 25 years, if they remain in education or training.

# About Children's Social Care at Bracknell Forest

## OFSTED 2017

This is an opportunity to join a Local Authority who were assessed by OFSTED as 'Good' with 'Outstanding' features in the most recent Inspection of services for children in need of help and protection, children looked after and care leavers in May 2017.

Some of the positive comments about workforce development include:

*'Social workers enjoy working for Bracknell Forest. They appreciate the training and clinical supervision that they receive, as well as the availability and support of senior managers.'*

*'Staff have access to a comprehensive package of multi-agency training and developmental opportunities, as well as a range of information, research and materials via web-based learning and resource sites. A well-structured pathway is in place for newly qualified social workers to access the assessed and supported year in employment.'*

Read the full report on safeguarding and looked after children's services at

<http://www.ofsted.gov.uk/local-authorities/bracknell-forest>

## Family Safeguarding Model

**Major investment secured for a ground-breaking model of working** - Following a grant from the Department for Education's Innovation Programme Bracknell Forest is rolling out Hertfordshire's ground-breaking Family Safeguarding model (which achieved a 49% reduction in the number of children with child protection plans) bringing together a co-located, multi-agency team with colleagues specialising in substance misuse, adult mental health, domestic abuse with access to a clinical psychologist to address the issues that place children at risk of harm.

Bracknell Forest implemented the FSM approach on October 30<sup>th</sup>. All staff are trained in motivational interviewing training and parenting assessments. Staff undertake a direct work programme/assessment with service users with positive results. Staff speak positively about the model which is already making a difference with a significant reduction in Child Protection and care proceedings numbers in the teams.

## Signs of Safety

Bracknell Forest Children's Social Care use the Signs of Safety (SOS) approach as a framework for practice in child protection and child in need casework which seeks to bring together a focus on both problem and solution.

The approach uses a one page assessment and planning protocol that maps harm, danger, complicating factors, strengths, existing and required safety and a safety judgement in situations where children are vulnerable to or have been mistreated. The assessment and planning protocol (and the questioning processes and enquiring stance that underpin it) are designed to be the organising map for child protection intervention from case commencement to closure.

## Admin Support

Our Children's Services admin team supports all of our service teams. It provides a dedicated service to undertake administrative tasks. Functions include fielding of incoming calls, typing, Mosaic inputting and claim processing. We have implemented ESCR allowing all documents relevant to a case to be attached as soft copy to the Mosaic record.

## Work Style / Parking

This position involves working in the field/attending meetings at work and/or working in other locations (this may include working from home). As such, the post holder will be equipped to work remotely with web-enabled remote access and a mobile phone. Those who work with sensitive information will also be issued with a secure laptop. It is anticipated that the post holder will be away from their desk at least 20% of their time. The Children's Services teams are located in an open plan office in Bracknell town centre. As a required car user you will be entitled to free onsite parking.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analysis to identify skills gaps and personal development opportunities.

## Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>



# We'd like our Social Workers to be like this...



**Be understanding**

**Don't force us to do stuff**  
- If you want us to do something you think is good for us, explain why, give us time to think about it and respect our views

**Take action**

**Stick to deadlines**

**Be on time**  
- or warn us if you're going to be late

**Not judgemental**  
- Don't judge a book by its cover

**A good listener** - use your ears not your mouth

**Keep promises** - don't make promises you can't keep

**Respectful**

**Trustworthy** - you can talk to them about anything

**Fun and Energetic**

**Friendly**

**Good with children**

**Confidential** - what's said in the room stays in the room/between your ears unless you or the young person thinks they are in danger or if they ask you to tell someone because they need help or support with something

**Never lie**

**Understand our point of view**

**Easy to contact** - make sure people know what's happening

**Organised**

**Be Safe**

All Ideas from members of SILSIP,  
Bracknell's Children In Care Council



# Job Description

<b>Authority:</b> Bracknell Forest Council	<b>Department/Division:</b> Children, Young People & Learning – Children's Social Care
<b>Post No:</b>	<b>Location:</b> Time Square, Bracknell
<b>Job Title:</b> Family Safeguarding Social Worker/Senior Practitioner	<b>Grade/Salary Range:</b> BG G SCP 32 – SCP 42 BAR SCP 37

## *JOB PURPOSE*

To work as a member of a co-located, multi-agency Family Safeguarding team with colleagues specialising in substance misuse, adult mental health, domestic abuse with access to a clinical psychologist to address the issues that place children at risk of harm.

Family Safeguarding social workers contribute to the provision of a social work service ensuring children's views are heard and work within the context of relevant legislation to deliver services according to the Bracknell Forest's policies, procedures and guidelines.

## *DESIGNATION OF POST & POSITION WITHIN DEPARTMENTAL STRUCTURE*



## **MAIN DUTIES AND RESPONSIBILITIES**

- 1) To assess & identify the needs of children and families referred and negotiate delivery of services by determining how these needs can be best met in accordance with statutory responsibilities and council policies using best value principles.
- 2) To work alongside co-located colleagues specialising in substance misuse, adult mental health, domestic abuse and partner agencies e.g. voluntary & statutory within the context of the care plan for children and families to ensure the provision of appropriate and effective services.
- 3) Maintain accurate, up to date records safely and confidentially in accordance with the Council's policies and procedures. Produce succinct, well-structured records and reports, clearly recording and reporting analysis and judgements.
- 3) To carry a personal caseload and provide assessment, case planning, intervention and family support according to expertise.
- 4) Manage a workload independently, seeking support and suggesting solutions for workload difficulties.
- 5) Make pro-active use of supervision to support effective practice, reflection and career development and to meet the objectives of Performance Development Reviews.
- 6) To contribute to the team duty rota.
- 7) Promote listening to children at every opportunity; ensuring their views are heard, recorded and acted upon in an appropriate and timely manner.
- 8) To ensure access to translation & interpretation services as necessary
- 9) To contribute to the development of services to children and families by attending and contributing positively to team meetings to promote the delivery of integrated and effective services for children in need.
- 10) To provide cover for the work of other team members and other additional duties commensurate with the level of the job. (The nature of these will vary according to experience, competencies and the grade of the post).
- 11) Meet the requirements of the Professional Capabilities Framework, Social Worker level, and of registration with the HCPC in respect of practice standards, conduct and professional development.

## **SCOPE OF JOB (Budgetary/Resource control, Impact)**

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare. All employees working with children and young people must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

This is not a budget holding post.

# Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Degree in Social Work or equivalent</li> <li>• HCPC registration</li> <li>• Successful completion of the Assessed and Supported Year in Employment</li> <li>• At least 1 year's post qualifying experience as a social worker in Children's Social Care</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist relevant experience or training</li> </ul>
<b>Competence Summary</b> (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Understanding and experience of working with the Children Act 1989 / 2004 and other relevant legislation</li> <li>• Experience of working within policies and procedures</li> <li>• Experience of undertaking Section 47 enquiries to safeguard children and young people</li> <li>• Experience of working directly with children, young people and their families</li> <li>• Good communication skills both written and verbal</li> <li>• Assessment &amp; negotiation skills</li> <li>• Supports the "requirement to listen to children and young people, ensuring their views are heard and acted upon appropriately".</li> <li>• ICT skills</li> <li>• Experience of working with a range of agencies</li> <li>• Understanding of and commitment to the requirements of safeguarding children and young people</li> <li>• Understanding of and commitment to the principles of participatory practice with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of writing court statements, care plans and risk assessments within deadlines</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Proactive</li> <li>• Self-motivated</li> <li>• Ability to work as part of a team</li> <li>• Integrity</li> <li>• A solution focused/problem solving approach</li> <li>• Commitment to the principal of partnership with parents</li> </ul>	

# Terms and Conditions

	<p>Discriminatory Practice</p> <ul style="list-style-type: none"><li>• Driving license and regular access to a car</li><li>• Able to work outside office hours on occasions, and to travel distances when required</li><li>• A satisfactory enhanced Disclosure &amp; Barring Service check</li></ul>	
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## Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to three month's notice on either side.

Offers of appointment are subject to satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service (DBS) check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

## Salary

The salary will be within the local Bracknell Grade BG G SCP 32 – SCP 42, Bar at SCP 37. The grade range is £28,485 – £32,486 per annum per annum; the starting salary offered will depend on your experience.

## Market Premia

This post is eligible for a market premia at 11.5% of basic salary up to SCP 37 and 9% from SCP 38 to 42.

Your salary will go up by one point in the grade each year until you reach the top of the grade. There is also a local weighting of £585 per annum.

## Retention Bonus

In addition you will receive a retention payment of £2,000 per annum on completion of 1 year's service (reviewed bi-annually).

## Car Allowance

You are designated as an Essential Car User. The current Essential Car User rates are as follows:

Lump sum per annum	£963
First 8,500 business miles	40.9p per mile
After 8,500 business miles	14.4p per mile

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

## Working Hours

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager. For further information on our Flexitime Scheme visit <http://www.bracknell-forest.gov.uk/flexitime-scheme.pdf>

## Holidays

The annual holiday entitlement is 27 days plus bank holidays. Annual holiday entitlement increases with length of service (5 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year).

## Pension

Bracknell Forest Council operates the Local Government Pension Scheme. This is currently a final salary pension scheme, open to everyone up to the age of 75. Contributions depend on your salary and full tax relief is given. After

# More about Applying

## Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

## Positive about people with a disability

We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification. To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

## Equal opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration. We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

## Medical questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Working with children and adults at risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/ adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit now <https://www.bracknell-forest.gov.uk/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

## References

On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one should be from your current/most recent employer. If you are not currently working with children/adults at risk but have done so in the past it is important that a reference is obtained from the employer by whom you were most recently employed working with children/adults at risk.

Employment references must be provided by your current or most recent line manager and **will not** be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc. We take up references for all shortlisted candidates and wherever possible we like to apply for these prior to interview.

## What happens next to your application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/applying-job/recruitment-process>