



Job Description

Job title:	Placement and Family Support Worker
Reports to:	Community Director
Location:	Greenfields Therapeutic Community, Kent
Salary:	£26,772 per annum
Benefits:	25 days' annual leave (exclusive of Public Holidays), up to 6% employer pension contribution, health benefits, life assurance

Context

Childhood First is a charity with a long and successful history of running therapeutic communities, which provide integrated programmes of care, education and treatment for traumatised children and young people. We are very successful with our work and help children achieve outcomes are substantially better than those achieved by the national cohort of looked after children.

Greenfields House is one of our residential specialist therapeutic homes, established as part of our renowned Greenfields therapeutic community, for a group of 10 children and young people with complex emotional and psychological needs, aged 5 to 13 years.

We are committed to creating therapeutic environments where children and young people can have their care, emotional, educational and treatment needs met by experienced and informed therapeutic staff. Our work is grounded in psychodynamic principles and we believe that a child's difficulties are rooted predominantly in their past relationships, and that healing can happen through the building of new and safe relationships.

We therefore require staff to engage in the training and support provided in order to gain an understanding of these relationships, including those with their colleagues through the use of a staff dynamic group process.

Childhood First is a teaching-organisation and we work in partnership with our holding-company the Institute of Integrated Systemic Therapy, which develops and delivers many of the accredited courses we offer.

Job Purpose

The primary purpose of the Placement & Family Support Service is to provide tailored packages of support, where appropriate, to each child's family and to each child's accompanying professional network. The Placement & Family Support Worker will attend to the relationships within the network and the family, supporting the understanding of those external to the community in the process of developing the

child's care, education and treatment plan and therefore at all times representing the best interest of the child. The P&FS Worker will seek to create a network of shared thinking and support throughout the pre-placement, placement and post-placement work with the child and the supporting network. The P&FS Worker will directly support accompanying families and networks and will develop, deliver and support appropriate transition plans in accordance with need. The P&FS Worker will form collaborative working relationships linking with:

- the therapeutic community within which the child is living;
- the child's family network;
- the professional network surrounding the child.

The Placement and Family Support Worker will be closely linked with the children at Greenfields House and will work closely with the Director to co-ordinate the network around each child, to ensure that it meets the therapeutic and educational needs and interests of each child. This will necessarily include working closely with professionals and developing their expertise in a psychoanalytic-systemic approach to care, education and treatment.

The PFS Worker will accordingly be able to exercise and demonstrate a dynamic understanding in his/her own person and in relationship with others. Offering children, families and professional networks thoughtful support that will demonstrate a respectful understanding of:

- the sensitive nature of engaging with and working with parents, carers, relatives and significant others;
- the sophisticated levels of thinking/practice in existence at the therapeutic centre;
- the complex nature of multi-disciplinary working practice promoting positive collaborative network relations.

General Responsibilities

The Placement and Family Support Worker will:

- contribute appropriately to ensuring the safeguarding of all children and the compliance of practice with all relevant legislation;
- contribute to the development and delivery of high quality network-based treatment, within a psychodynamic-systemic framework, in accordance with the aims, objectives and standards of the Childhood First Treatment Methodology;
- link with networks and families in a manner which is integrated with the community's existing relationship and contribute to and develop its professional effectiveness;
- devise appropriate support packages designed to help family networks positively support the child's placement and where appropriate, to assist in the development of healthy, reparative relationships between the child and its family;
- ensure that plans for the process of assessment, co-ordination and delivery of placement and family support and transition plans are developed and managed on a day to day basis to agreed standards;

- work to establish, maintain and provide 'circles of containment' around each child and the adults involved in their life;
- contribute to thinking about the further development of the Placement & Family Support Service in consultation with Community Director;
- to work within a culture where the highest levels of professionalism are demonstrated, with particular attention to personal boundaries and the fulfilment of responsibilities;
- ensure that children have the opportunity to participate appropriately in decisions relating.

Main Duties

Service Delivery

- contribute to the process of assessing potential referrals;
- contribute to the holistic assessment of needs of children, families and networks;
- devise and develop tailored packages of support based on assessment;
- develop and review placement, family support and transition plans regularly;
- provide support and consultation to professional network to assist with the thinking about current and future needs:
 - *this will include:* keyworkers and other case management or treatment professionals within placement, social workers, teachers, independent reviewing Workers, local authority team managers etc;
 - *and may include:* psychiatrists, educational psychologists, independent advocates, guardian ad litem, independent visitors, fostering agencies, foster carers and any other professional within the network;
- provide direct individual/group support and consultation to parents, carers and significant others;
- attend as required professional meetings which contribute and represent a placement & family support perspective including for the purpose of referral, placement planning, Care, Education and Treatment meetings, clinical/business groups, education and LAC reviews;
- to convene and facilitate as required regular network meetings and progress meetings attending to the professional network, family network, child/family;
- to maintain accurate records using existing and developing systems;
- provide written reports, letters, training materials, evaluations and any other written information required.

Quality assurance

- to follow all Childhood First policies and procedures;
- to ensure that all complaints are taken up according to policy;
- to use and devise effective reporting systems;
- to develop, and maintain constructive communication and liaison with communities, families and networks;
- to provide timely information for line management systems;
- to contribute to ensuring data and practice is effectively recorded and evaluated.

Training and Personal Development

- to actively participate in dynamic, group and individual supervision meetings;

- to attend business meetings as required;
- to attend training as required.

Placement and Family Support Worker

Person Specification

	Essential	Desirable
Education and Qualifications	<p>Degree/Professional qualification related to work with children, mental health, social work or education</p> <p>Committed to continual professional development and willingness to undertake further study</p>	<p>Training in Psychosocial Care, psychoanalytic/psychodynamic/systemic therapies.</p>
Experience	<p>Experience of work with children, adolescents and families</p> <p>Experience at the interface between the various sectors involved in care, treatment and support of those affected by psychosocial deprivation, loss trauma or abuse</p>	<p>Experience within a residential therapeutic community or children's home</p> <p>Experience within a local authority child and family service or CAMHS</p>
Knowledge	<p>Sound understanding and working knowledge of statutory and legal frameworks</p> <p>Knowledge and commitment to anti-discriminatory organisational and professional practice and ability to travel extensively using own vehicle*</p>	<p>Appropriate understanding of psychodynamic principles, practice and processes especially as applied to institutions and individuals working with distressed and traumatised children</p>
Skills and Abilities	<p>Able to work under pressure, contain and manage own stress, and maintain appropriate personal and professional boundaries</p> <p>Able to advise, support and contribute to the development of collaborative working relations at all levels both professional and familial</p>	<p>Able to represent Childhood First with authority in the wider public, statutory and professional spheres</p> <p>Relevant IT Skills</p>

	Essential	Desirable
	<p>Able to communicate at all levels using strong written and verbal communication skills</p> <p>Ability to work in/with teams</p> <p>Ability to work independently</p> <p>Full driving licence and ability to travel extensively using own vehicle</p>	
Other	<p>Able to accept and assimilate support and advice from managers, peers, colleagues and consultants</p> <p>Commitment to the vision, mission and values of Childhood First</p>	

Further information

This section is for guidance only and is subject to change without notice. It provides information about some of the important terms of employment you may want to consider as well as the benefits package we typically offer.

Hours of Work

37.5 hours per week, Monday to Friday.

Pensions

You will be automatically enrolled in to the Childhood First Group Personal Pension Scheme pension at the minimum employee contribution as set by legislation or scheme rules (whichever is the higher) when you meet the criteria set by pension legislation.

You may increase your pension contribution to any percentage you choose. The organisation will match your contributions to a maximum of 6%.

Help with health costs

We provide a 'health cash back scheme' via an insurance provider. If you incur every day medical costs such as dentist check-ups, eye checks, physiotherapy you can submit receipts to the provider and get some money back. The scheme offers around £60 a year for each of the medical cost types.

Life Assurance

We provide a life assurance scheme that provides 3 times your salary should you die to the person/s you nominate.

Safeguarding Children: Information for employment candidates **Safeguarding and Promoting Welfare**

Childhood First is committed at every level to safeguarding and promoting children's welfare. We take seriously our duty to protect every child from abuse and maltreatment and to prevent impairment of children's health or development.

The safeguarding and welfare of the children is considered within the context of their relationships with others and from within a culture of listening to, and engaging in dialogue with children and seeking their views about all aspects of their lives and their care

Child Protection is a part of safeguarding and promoting welfare. We understand it as the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Children who receive a service from Childhood First have suffered significant harm or have been at risk of doing so and remain vulnerable especially as children who live away from home.

Working together to Safeguard Children 2018

All Childhood First policies are written in accordance with the relevant key legislation. The Safeguarding and child protection policies are written with particular reference to Working Together to Safeguard Children 2015. All Directors and senior staff within the organisation are aware of the importance of this document and guided to use it with their staff teams.

Accountability

Childhood First has a clear line of accountability in each of its services up to the Director/Registered Manager of the service. Each Director is line managed by the Chief Executive (also the Responsible Individual for the organisation). The Executive is accountable to the Board of Trustees.

Every member of the organisation has a duty to report Safeguarding/Child Protection concerns to their line manager or the community designated safeguarding lead. Immediate steps must be taken to prevent the child from harm or further harm. These should be agreed with the most senior person available. It is the responsibility of the Registered Manager or Responsible Person (or the designated safeguarding lead) to inform statutory agencies who may instigate a Child Protection investigation. This will include the child's social worker and parents (Where appropriate); the police as necessary; and the Local safeguarding Children Board MASH team within the host authority.

The ongoing systems of training, supervision, and consultancy, in group forums and individual sessions, work together to ensure that all employees of Childhood First are clear about their responsibility to work together to safeguard children. These systems ensure that all remain aware of policy and practice areas which impact on our joint ability to safeguard children. All staff are reminded that they must remain alert to the potential indicators of abuse or neglect and to the risks that individual abusers, or potential abusers, may pose to children this includes other children or young people living in the home and perpetrators external to the home.

Inter-agency working

Childhood First is committed to working in partnership with local authorities and other agencies to safeguard and protect children from abuse. Good inter-agency co-operation and communication are the essential bases for carrying out child care and

safeguarding children. We co-operate with all statutory and other professional agencies in the spirit of protecting children.

Safeguarding and Child Protection procedures in each place of work are consistent with local policies and agreed with the Local Safeguarding Children Board. The Registered Manager of each facility will ensure that all staff have access to these procedures and are provided with regular Safeguarding/Child Protection training commensurate with their role. All induction training includes Safeguarding. Events and Notifications under Regulation 30 of Children's Homes Regulations are sent to Ofsted as well as to the Chief Executive and (Responsible Person) and the organisations designated safeguarding lead.

Local Children's Safeguarding Boards

Local Children's Safeguarding Boards are the key statutory mechanisms for ensuring safeguarding and protection of children. Their roles include agreeing how relevant organisations (like Local Authorities, providers of residential care like ours) will co-operate to do this and ensuring effectiveness including training and increasing understanding of Safeguarding issues. It is their job to ensure that children and adults know who to contact if they have a concern that a child is being harmed.

Recruitment and HR procedures

Childhood First has comprehensive recruitment and selection procedures, as an organisation we follow safer recruitment guidelines to ensure that our children and young people are safeguarded we then provide supervision/ appraisal and continued CPD to ensure all of our staff develop in their roles to provide the high standards of service delivery, disciplinary and whistleblowing procedures which must be complied with at all times.

Training

All staff members undertake appropriate Safeguarding training starting at basic induction, and including refresher training at regular intervals. The training includes an awareness regarding CSE and the radicalisation of children and young people, regular refreshers provide a continued update to reflect changes in guidance, policy and legislation.

Recruitment of ex-offenders

1. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for working with vulnerable children, Childhood First complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. Because of the nature of our work Enhanced Disclosure is required for most positions. For ancillary posts at residential children's homes Standard Disclosure is required. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be asked to provide details of their criminal record. We request that this information is sent under separate, confidential cover, to a designated person within the Foundation, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. We will only request information about 'spent' convictions from applicants for posts covered by the Rehabilitation of Offenders Act (Exemptions Order 1975).
8. We ensure that everyone who is involved in the selection process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Disqualification for Caring for Children Regulations 1991, Amendments Regulations 1997

These regulations set out the conditions under which an individual can become disqualified for caring for children. No person disqualified from caring for children is permitted to work with children without written consent from the Secretary of State. In addition to our own checks about whether employees are disqualified we also require a declaration from individuals who are invited for interview that they have not been disqualified.

The conditions which would disqualify an individual include:

- being convicted of or cautioned for certain offences. A list of the offences (known as Schedule 2) is available from Childhood First.
- circumstances where a child of the individual has been the subject of a care order, or where an order has been made to remove a child from the individual's care or to prevent a child living with the individual
- where an individual has been involved with a home which has been removed from the register, or refused registration
- where an individual has been prohibited from being a private foster parent, has been removed from the register of child minders or day care providers or has had such registration refused