

Job Description

Job Title:	Missing Return Officer		
Service Group:	Children & Young People		
Department/Team:	Specialist Intensive Support		
Location:	Any suitable base across Wolverhampton		
Grade :	6		
Job Class:		Number of posts:	
Disclosure and Barring Clearance:	Enhanced		

Special Conditions:

Subject to the requirements of the service, and following appropriate local consultation processes, the **working week** of individual employees **may be arranged over a 7 day period, including weekends**, providing that the employees' average core hours over a pre-determined reference period does not exceed 37 hours.

The standard working week shall remain at 37 hours where hours worked are not in excess of 37 hours.

Job Purpose:

To be responsible for ensuring the city has a co-ordinated response to missing children

To ensure missing return interviews are completed with young people and that this is done in line statutory guidance

To provide appropriate and specialist advice and guidance to other practitioners about young people who go missing

To work effectively and in partnership with key services/ agencies to ensure vulnerable young who go missing are monitored and supported in line with statutory guidance

To assess levels of risk for issues that affect young people e.g. child sexual exploitation, gangs/ youth violence, lack of educational engagement, to ensure effective support is provided in order to improve outcomes

Key Contacts in Organisation:

Reports to: Vulnerable Young People's Risk Coordinator

Number supervised: 0

Main contacts: Council Employees, External Partners, Service Users.

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Main responsibilities:	
1.	To adhere to and use the Behaviours and Guiding principles framework for Children & Young People Services in everyday working practice.
2.	To contribute to the development of policies and procedures around children who go missing from home or from care.
3.	To act as the key contact for the police and receive missing notifications.
4.	To take the primary responsibility for conducting missing return interviews and for training other members of the team to do this where necessary.
5.	To have oversight of the information recorded in missing return interviews in order to identify emerging themes of cause for concern.
6.	To ensure risks and areas of vulnerability are identified with young people who go missing and liaise with key services e.g. Early Intervention and Prevention/ Social Care, in order to get the needs of the young person met.
7.	To be responsible for the accurate recording of missing return interviews and produce monthly data for senior managers.
8.	To attend the Children Missing Operational Group (CMOG) to report data on missing episodes and identify young people of significant concern.
9.	To link specifically with the WSCB Child Sexual Exploitation Co-ordinator to share intelligence about young people frequently going missing and possible CSE.
10.	To contribute to a local needs assessment in respect of children and young people in conjunction with other services.
11.	To be the key contact within Children's Services regarding children who go missing and develop a clear understanding across the workforce of why young people go and preventative measures that can be put into place.
12.	To respond and support appropriately where there are safeguarding and welfare concerns in line with safeguarding procedures.
13.	To engage in home visiting, case conference attendance and other casework related activity where necessary.
14.	To represent the local authority at regional forums linked to missing children.
Special Features:	
<p>Post holders must act in accordance with the Council's Constitution and other Codes of Conduct.</p> <p>Post holders must participate in staff development, appraisal and training as appropriate, including continuous professional development.</p> <p>Post holders must comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.</p> <p>Post holders must undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.</p> <p>Post holders must participate in the wider development of the service and contribute to</p>	

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service improvement as required.

City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”