ASSISTANT OFFICER FOR CHILD PROTECTION
CALL FOR NOMINATIONS
To serve 2019-2022

Background:

Every paediatrician and child health professional has a responsibility to identify and protect children and young people who may be harmed or at risk of harm.

This Assistant Officer for Child Protection (A/OCP) post has been established to support the Officer for Child Protection (OCP) deliver the College’s work plan in relation to child protection, linking closely with the health policy strategy and the work plan of the Child Protection Standing Committee. The role will involve carrying out deputy duties in the Officer’s absence (including chairing the Child Protection Standing Committee) and have a specific focus on strengthening current work to develop the expand the portfolio of courses and resources which support safeguarding education.

The RCPCH has an extensive safeguarding education programme which provides training, learning and support to assist paediatricians and child health professionals working at varying levels within safeguarding. The A/OCP will work closely with the Education and Professional Development team and liaise with the faculty to support the processes necessary for devising and updating courses and resources to ensure they are appropriate to the needs of the workforce, educationally robust, value for money and positively impacts on practice. It is envisaged that the post holder will have experience in delivering and contributing to educational content either face to face or online educational content with a focus on safeguarding, and have an overall interest in the development of educational resources and their delivery.

ROLE DETAILS

- The role of the A/OCP is to support the OCP carry out their duties, with a focus on education provision and taking forward the development of the College’s education programme for safeguarding.
- They will be the clinical lead for final sign-off of all safeguarding educational courses/resources.
- The post-holder is accountable to the Vice President for Health Policy through the Officer for Child Protection and will work closely with the Vice President for Education and Professional Development, Officer for Education Programme Development as well as the Education and Professional Development team, the Health Policy team and an extensive safeguarding faculty.
- Start date: January 2019
- The term of office is three years, with possibility for extension for a further two.

ELIGIBILITY

Nominees must:

- Be Fellows, Senior Fellows, Ordinary Members, Senior Members or Associate Members of the College and reside in the UK or Republic of Ireland.
• Be a named or designated doctor
• Demonstrate that CPD (particularly in the area of child protection) is up-to-date

ROLE PURPOSE AND RESPONSIBILITIES

The primary focus of this role is to support the OCP carry out their duties, with a focus on education provision and taking forward the development of the College’s education programme for safeguarding.

Specific responsibilities will include:

• Providing quality assurance as clinical lead with sign off for safeguarding educational courses/resources.
• Providing clinical leadership for the development of safeguarding courses/resources, including input into the planning process for new education courses ensuring that needs are met for the given audience.
• Working with the Child Protection Standing Committee and other stakeholders to identify educational needs within the paediatric community for safeguarding, relaying new ideas for the resources/courses to the Education and Professional Development team thus increasing the portfolio.
• Keeping the Child Protection Standing Committee up-to-date and informed with regards to the safeguarding education programme.
• Maintaining open lines of communication with the Education and Professional Development Lead for the safeguarding education programme, responding to ad hoc queries in a timely manner, advising on faculty for individual courses and adhering and supporting stipulated time frames for course organisation and delivery.
• Liaising with clinical leads for given courses/resources to support and guide where necessary.
• Recruiting new members of the faculty both locally and from the regions.
• Having a presence on boards for each course or delegate a representative.
• Chairing meetings related to the RCPCH safeguarding education programme
• Facilitating on courses to maintain the profile and presence of the Child Protection Standing Committee.
• Sitting as a member of the Child Protection Standing Committee.
• As deputy to the OCP or in matters predominately relating to safeguarding education, the A/OCP may be called upon to carry out tasks including:
  - chairing the Child Protection Standing Committee;
  - representing the RCPCH at external stakeholder meetings; and
  - providing sign-off for policy consultation responses.

It is estimated that 0.5 day, i.e. 1 SPA, will be required to carry out these duties in addition to attendance to the Child Protection Standing Committee meetings.

Purpose and remit of the Child Protection Standing Committee:

• Work within College structure and principles
• Advise Officers, EC and Council on Child Protection matters
• Liaise, as appropriate, with other committees on issues relating to Child Protection
• Keep the membership informed via the College Newsletter and other channels of communication
• Work with other Colleges and organisations on setting standards and advising on policy
• Prepare an annual report and business plan
• Develop or offer opinion and advice on policy, procedure, training and competences in relation to child protection.

(b) On behalf of the College:

• Prepare responses (proactively when appropriate) to proposals relating to child protection made by Government and other bodies on implications for paediatrics and child health;
• Establish and maintain links with other professional bodies and relevant Government Departments
• Respond, following appropriate consultation with the College, to requests from the media and participate where necessary in the preparation of press statements
• Provide a representative to advise other organisations when, and as, requested.

Committee members will be required to attend 3 full-day meetings per year and devote sufficient time to the role to meet the demands of the job. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held in London.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

• Member of the College
• In Good Standing with RCPCH
• Significant knowledge, experience and interest in child protection policy, education and practice
• Demonstrate success in leading projects and delivering specific pieces of work related to educating the safeguarding workforce
• A strategic vision for education in safeguarding
• Knowledge of educational methodology and delivery
• Effective communication skills, and excellent interpersonal skills and be able to work as part of a multi-disciplinary team
• Leadership and management skills
• Good organisational and IT skills
• Commitment to the College and willingness to take an interest in all areas of College education activity
• Experience at working at a national level
• Wider experience and interest in translating evidence-based practice into educational tools.

WORKING RELATIONSHIPS

The post holder will work closely with the Officer for Child Protection, the Vice President for Education and Professional Development and the Education and Professional Development Lead for the safeguarding education programme. They will also work in conjunction with the Vice President for Health Policy, the Health Policy team and the Officer for Education Programme Development.

SUPPORT PROVIDED FROM THE COLLEGE
The post will be supported by the Officer for Child Protection and the Education and Professional Development Lead for the safeguarding education programme as well as staff in the Education and Professional Development team and the Health Policy team.

The Assistant Officer for Child Protection will be reimbursed for the cost of travelling expenses (in line with terms and conditions) and subsistence to attend College meetings. Claims must be submitted using the appropriate form.

**PROCESS**

Nominations should be submitted electronically by no later than **9:30am on Monday 8 October 2018** at: [https://www.rcpch.ac.uk/form/rcpch-nominations#no-back](https://www.rcpch.ac.uk/form/rcpch-nominations#no-back). Your CV should also be uploaded and the form will also include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post. Please also complete the Equal Opportunities Monitoring section at the end of the form.

Eligible candidates who have the required knowledge, skills and experience will be invited to attend an interview on Monday 5 November at the College’s Offices. Following the interview, a recommendation will be made to the Child Protection Standing Committee on any appointment.

Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person’s responsibilities as a committee member. Please also refer to the [Membership Privacy Notice](https://www.rcpch.ac.uk/membership-privacy-policy) which explains how we will use the data we collect from you.

Dr Mike Linney, Registrar
September 2018

---

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.