



Norfolk Safeguarding Children Partnership

MARCH 2021

EXPRESSIONS OF INTEREST IN CHAIRING THE CHILD DEATH OVERVIEW PANEL

Please find below the Job Description and Person Specification for this post.

Responses to be sent to:

andrea.james@norfolk.gov.uk

Closing date for expressions of interest: 30 April 2021

Please include your CV and a covering letter with your response.

Interviews are scheduled for 11 May 2021.

NORFOLK LOCAL SAFEGUARDING CHILDREN PARTNERSHIP

JOB DESCRIPTION

Independent Chair, Norfolk Child Death Overview Panel (CDOP)

1 PURPOSE

1.1 The Norfolk Child Death Overview Panel works in accordance with the requirements laid out in Working Together to Safeguard Children 2018. This panel will review deaths of all children and young people resident in Norfolk who die under the age of 18.

1.2 The National Child Mortality database records all child death in England and is supported by contributions of CDOPs across the country. The Norfolk CDOP provides a multidisciplinary forum to identify factors of deaths with modifiable feature that may assist in reducing risk of future death. It is recognised that there are other bodies with similar objectives and the CDOP will work closely with those rather than duplicating existing resources

1.3 The panel also has a duty to consider emerging patterns of deaths within the County and to compare them with trends emerging regionally and nationally.

1.4 Where there are deaths that are of particular concern and/or are thematic, the CDOP may undertake more detailed review and analysis. This information will be shared with the Norfolk Safeguarding Children Partnership and/or the Health and Wellbeing Board as appropriate.

2 Scope of the post

2.1 The Chairperson of the Child Death Overview Panel will chair a multidisciplinary group of professionals who will undertake the work of the CDOP.

2.2 It is envisaged that the membership of the CDOP will comprise both standing members representing relevant statutory and voluntary agencies and also co-opted members who will provide the skills and resources to address specific issues.

2.3 Norfolk uses the electronic database, eCDOP, and its commensurate forms. Data is submitted jointly with the Suffolk CDOP for aggregation and epidemiological purposes. The Chairperson will be expected to work closely with the local CDOP administrator, the Designated Doctor of Child Death, the Child Death Review Team (CDRT) as well as Suffolk CDOP.

3 Accountability

3.1 The Chairperson will be accountable to the Executive Director of Norfolk Children's Services and the Joint Associate Director, Children, Young

People and Maternity, NHS Norfolk and Waveney CCG and Norfolk Children's Services. Close ties will also be made with the Norfolk Safeguarding Children Partnership.

3.2 The Chairperson will report annually on all deaths reviewed within the financial year, in liaison with the Chair of the Suffolk CDOP.

4 PRINCIPLE DUTIES AND RESPONSIBILITIES

4.1 The Chairperson will work closely with CDOP administrator and the Designated Doctor of Child Death to monitor child deaths in Norfolk. This includes spending at least three hours each month ahead of the CDOP meeting to scrutinise information and agree which cases to take to Panel.

4.2 The Chairperson will regularly review with the Panel emerging patterns of child deaths

4.3 The Chairperson will work with the Panel to determine criteria for more detailed analysis of particular causes of death. The Panel will ensure that such reviews are undertaken and the learning from them are shared with the statutory partners (the Local Authority and the CCG).

4.4 The Chairperson will look closely with the Child Death Review Team and monitor compliance with local policy and protocols.

4.5 The Chairperson will, with the Panel, oversee the collation and analysis of all data relating to the deaths of children and young people, and be responsible for identifying those issues that may either impede or facilitate the accurate collation of information.

4.6 The Chairperson will communicate to relevant professionals themes or areas of concern where deaths have modifiable features, this includes both written and face to face communication. These communications will be reported to the statutory partners through exception reporting.

4.7 The Chairperson will promote the purpose of the child death review processes to relevant agencies and key stakeholder, including families, and work with the CDR Team to procure appropriate communication resources and materials.

4.8 The Chairperson will maintain an overview of regional and national data and where relevant will communicate with CDOP chair colleagues. This may include communications with specific cases where applicable.

4.9 The Chairperson will follow up communication with bereaved parents on request.

4.10 The Chairperson will work with CDOP to ensure that the Terms of Reference adhere to national guidance and accord with the governance structures of the Norfolk Safeguarding Children Partnership.

4.11 The Chairperson will be available to respond to any enquiries from Ofsted regarding the impact and effectiveness of Norfolk's CDOP

4.12 The Chairperson will regularly liaise with Suffolk CDOP Chair and designated professionals to ensure joint compliance with statutory guidance as well as agree any wider thematic issues relating to child death.

4.13 The Chairperson will produce a comprehensive joint annual report with Suffolk, including detailed analysis of local child death data and national comparators, and be available to present at partnership boards in person. This is in line with statutory guidance.

4.14 The Chairperson will attend regional and national meetings on Child Death Review processes as required.

5 FLEXIBILITY CLAUSE

5.1 Other duties and responsibilities which arise from the nature and character of the post are implied.

6 TERMS AND CONDITIONS

6.1 The appointment will be reviewed every three years.

6.2 To ensure that the CDOP meets its developing and statutory duties and requirements, the responsibilities of the post will be reviewed annually by the statutory partners.

6.3 It is anticipated, that the above duties and responsibilities will be carried out over between 12 - 15 days over a 12 month period. This equates to approximately one full day or two half days per month plus time to complete the annual report. Any additional days will be by agreement.

6.4 The post will be jointly funded between Norfolk County Council and Norfolk & Waveney CCG. The Norfolk CDOP currently sits under the governance of the Norfolk Safeguarding Children Partnership so invoices should be submitted to the NSCP Business Unit.

6.5 The post will be paid at £400 per day. Travel expenses and subsistence will not be paid for.

6.6 Any conflict of interest must be declared on application and/or at individual case review

PERSON SPECIFICATION:CDOP INDEPENDENT CHAIR (all criteria are essential)

Skills, Knowledge & experience		
1	The Chairperson will have relevant knowledge of child death. Experience in Public Health Medicine and/or Paediatrics and Child Health would be an advantage.	
2	They will be senior practitioners with experience of chairing multi agency groups and panels	
3	They must have an excellent understanding of the principles and practice of safeguarding children	
4	They should have experience of inter agency accident prevention strategies and a commitment to working closely with those groups that are already established both in Norfolk and regionally	
5	Knowledge of recent developments in health and social care, and of the legislation and relevant research	
6	Organisational abilities sufficient to ensure the smooth operation of the CDOP, with appropriate delegation to the supporting staff/team	
7	Good written and oral skills, and the ability to speak in public, sufficient to represent the work of the CDOP effectively to the media	
Equal Opportunity		
8	Ability to have appropriate regard, respect and value for diversity in all its aspects	
9	Must be willing to recognise discrimination in its many forms and be willing to promote equal opportunities	
Attitude and Motivation		
10	Solid commitment to Children's welfare demonstrable through previous, or current profession	
11	Commitment to maintaining public confidence in services for children	
12	Ability and commitment to a high standards of confidentiality	
13	Assertive, clear thinking and able to negotiate effectively	
14	Self motivating and able to operate outside of single agency hierarchy structures	
Other		
15	It may be necessary to travel outside Norfolk in order to attend conferences, etc.	
16	Good IT skills and ability to navigate electronic databases	

This position is subject to a satisfactory DBS.