



Job description			
Job title	Child Protection Minute Taker		
Grade	E		
Directorate	Children's Services		
Service/team	Safeguarding Quality Assurance Service		
Accountable to	Safeguarding Quality Assurance Officer		
Responsible for	N/A		
JE Reference		Date Reviewed	September 2025

Purpose of the Job

- Provide a comprehensive Conferencing service; This involves taking detailed minutes at Child Protection Conferences, completing and typing these minutes accurately to set timescales, entering information on to the ICS database and sending these out to the relevant professionals, following Knowsley's data protection policies.
- Provide administrative support to the Safeguarding Management team in respect of divisional, departmental and inter-agency work.
- Provide keyboard support to the Safeguarding Managers in respect of divisional, departmental and inter-agency work.
- Participate in Safeguarding meetings as appropriate.
- Coordinate and develop administrative processes around the Child Protection/Safeguarding Service.
- Carry out procedures to collect and provide statistical information.
- Other administrative duties related to the Safeguarding Division.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Be responsible for organising Pre-Birth, Initial, Review and Child Protection Case Conferences, including recording future dates appropriately. Liaise by telephone, correspondence and in person with colleagues in Knowsley. Council and other professionals from a variety of settings, including Psychiatric/Paediatric Health, Legal Services, Education, Police Child Protection Team, Probation etc. to ensure



effective organisation of case conferences and other inter-agency meetings.

- Attend and fully minute Pre-Birth, Initial, Review and Child Protection Conferences to produce a concise, detailed and accurate record of the information presented, including contributions from specialists and from the parents and children. In addition to Conferences, Conference Administrators may also be required to attend and minute strategy meetings.
- It is expected that the minutes of Child Protection Conferences are of a high standard in presentation, accurate recording of information and detail as they have the potential of being used in a number of ways. Minutes of Child Protection Case Conferences may need to be produced in court to form part of the evidence in the pursuit of legal orders to protect children.
- Minutes may be the subject of scrutiny as part of an independent investigation into a complaint about the case conference. The process of scrutiny may include an independent investigator and a panel of senior members of the Local Authority and other agencies [Police Child Protection Team, Health] whose basis of investigation and enquiry will be the case conference minutes.
- Reproduction of reports relevant to the child protection Conference, to be produced in readiness of the meeting.
- To accurately record the discussion leading to a decision regarding Child Protection Registration and, if applicable, to clearly identify the decisions and recommendations which form the basis of the Child Protection Plan.
- To produce and distribute decision sheets within 24 hours and minutes within statutory timescales [i.e. within 15 working days] of the Child Protection Conference.
- Maintain accurate computer (via ICS database).
- Assist with the development of effective systems to record and monitor case conference activity.
- Assist with the development of systems to monitor the movement of children subjects of Child Protection Plans in and out of Knowsley and ensure Transfer Child Protection
- Case Conferences are arranged within designated timescales.
- Assist with the production of reports, newsletters, overheads and briefing documents for use by the Safeguarding Division for training and other purposes.



- Assist with the development of management information systems and performance indicator activity for use in reports and statistical analysis.
- Assist with devising forms, checklists and pro-forma letters to assist the case conference process.
- To fully comply with any change management policies implemented in the Safeguarding Division.
- Deal sensitively with highly confidential information of a potentially distressing and emotionally disturbing nature and with distressed or angry callers.
- Assess urgency/importance of telephone calls or situations involving referrers or the public and provide information in the absence of the Conference and Review Team or re-direct accordingly.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities





Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.