



Warwickshire POLICE

JOB PROFILE

POST TITLE:	Central Referral and Safeguarding Unit (CRSU) - Support Officer
GRADE:	D
DIRECTORATE:	Protective Services
RESPONSIBLE TO:	Supervisor – CRSU
LOCATION:	PVP North, PVP South & PVP East
JOB PURPOSE:	Research, evaluate and assist with referrals and notifications, by providing an appropriate response to the continual assessment of high-risk critical information. Maintain relevant case management systems and provide administrative support to the Central Referral and Safeguarding Unit.

MAIN RESPONSIBILITIES:

1. Review, administer and prioritise referrals and notifications made to the Central Referral and Safeguarding Unit from within the organisation and external partner agencies, ensuring that risk assessments and referrals are responded to appropriately according to the risks identified within a timely manner.
2. Conduct research on cases following requests for information and provide such information in accordance with national guidance and locally agreed protocols.
3. Receive, record and coordinate notifications from the Child Death Overview Panel (CDOP), carrying out research/lateral checks and sharing information as required and in line with national guidelines and locally agreed protocols
4. Collation of data for the notifications of Op Encompass and ensuring these are appropriately shared with relevant partner agencies in preparation for further actions as identified.
5. Review and up-date relevant Case Management and other systems as required and in compliance with legislation, including the carrying out of data quality/integrity audits and data cleansing

Central Referral and Safeguarding Unit

6. Assist in the production of management and statistical information concerning the Protection of Vulnerable People as directed	
7. Provide guidance to police personnel and external agencies on internal processes and procedures relating to Protecting Vulnerable People	
8. Undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required	
Special Conditions:	The duties of this post involve exposure to disturbing images or tasks. The Post holder will receive mandatory psychological assessments annually.
Security level:	MV

PERSON SPECIFICATION

Knowledge:

- 5 A-C Grade GCSEs (or equivalent) including Maths and English.
- Demonstrable understanding of the management of risk in relation to Protecting Vulnerable People.
- Working knowledge of statutory guidance, approved professional practice and local safeguarding procedures relating to Adult Safeguarding; Mental Ill Health; Child Protection and Abuse investigations.

Experience:

- Experience of providing administrative support and processing complex information.
- Experience of multi-agency working with statutory and voluntary agencies.
- Demonstrable experience of data/information collection, analysis and presentation of information.

Key Skills:

- Competent in the use of basic ICT applications such as email and word processing.
- Able to enter information correctly using an appropriate computer system and retrieve and present information in a suitable format.

BEHAVIOURS: PRACTITIONER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level **1** of the CVF.

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