

Julie Meek

Profile

I am hard working and passionate Social Worker with many years of experience working with children and their families as both a social worker and a team manager.

I have experience of working in and managing teams in Child Protection & Court teams from front door through to first hearings for looked after children.

I have completed Court Reports including Initial and Final Care Plans, Statements for Care Proceedings, Pre Birth assessments, Section 7 and Section 37 reports and final care plans and hearing reports. Throughout all of the teams I have worked in I have undertaken accurate record keeping.

In my role as an auditor, I have supported local authorities in their preparation for Ofsted visits as well as improving their own work within their teams in a nurturing and supportive manner.

I have also worked as an Independent Social Worker since April 2009 undertaking Form F assessments, Viability assessments, Initial Visits, Kinship Assessments, Special Guardianship assessments, Looked After Child Review reports and have undertaken reference visits for various Local Authorities and Independent Fostering Agencies. I have also supported Foster Carers and Undertaken Reviews. I have also supervised contact including writing a report following each contact session. I have completed parenting assessments.

Since 2015 I have also written just short of two hundred independent reports in relation to the impact on their child/children should individuals subject to immigration be deported or removed from Britain.

I also have experience of investigating and responding to complaints from stage 1 through to stage 3 on behalf of the local authority as well as responding to complaints to Ofsted from parents about schools.

I am a car driver with own transport.

Key Skills

- Direct work with children and young people
- Managing a team of social workers and newly qualified workers providing regular reflective supervision.
- Child Protection work – which includes joint investigations with police
- Working within a multidisciplinary team
- Liaison with other professionals and agencies
- Good verbal and written communication
- Good listening and assessment skills
- Court Attendance.
- Accurate record keeping.
- Risk Assessment.
- Undertaking assessments and presenting them at panel for a variety of Local Authorities and Independent Agencies.
- Working as part of a team whilst also using own initiative.
- Reg 44 visitor
- Quality Assurance

- Auditing
- Complaints
- Supporting contact
- Child focussed practitioner
- Parent assess trained

Education and Professional Status

Qualification

British Sign Language - Level 1
2003

Masters - Social Work Lancaster University
2003 – 2006

BA (Hons) Sociology 2.2 University College Northampton
1998 – 2001

Parent Assess July 2023

Experience and Employment

November 2023-March 2024

Kent county council

Team manager – unaccompanied asylum seeking children PM duty team.

Coordinating the placements and assessments.

Authorising assessments.

Creating placement plans.

Supervision of staff.

June 2023 – October 2023

Cambridgeshire county council

Team Manager – Family safeguarding team

Chair initial and review PLO meetings

Chair strategy meetings

Sign off plans, meeting minutes, etc, conference reports, section 47's

Manage 5 social workers and 3 family support worker and complete their supervision

Allocations

Support workers with court documents

Ofsted prep work

Care planning for cases escalating

Managing Performance within the team

April 2023 – to date

Continuation of independent social work.

August 2022 – April 2023

West Sussex county council

Team Manager – children and family safeguarding team.

Chair review PLO meetings

Chair strategy meetings

Sign off plans, meeting minutes, etc, conference reports, section 47's

Manage 7 social workers and 1 family support worker and complete their supervision and support an additional 6 social workers and 1 family support worker 2.5 days a week when their managers were away from the office due to part time hours to ensure consistency in management decisions.

Allocations

Support workers with court documents

Ofsted prep work

Care planning for cases escalating.

August 2021 – August 2022

Bradford Metropolitan Council

Quality Assurance Team Manager

Responsible for allocation of audits, report writing once audits have been completed, supervision of team members, liaising with higher management in terms of findings of audits and report themes.

April 2018 – August 2021

Derbyshire CC

Quality Assurance Manager

Completion of

-Stage 2 complaints

-Multi-Agency audits

-Themed audits

- Monthly investigative visits to children's homes and reports written monthly for these
- Auditing of files ready for OFSTED inspection
- Supporting three localities with complaints and audits
- Undertaking senior management audits and feeding back findings to senior managers
- Quality assuring manager audits for three localities
- Reflective audits with workers and managers

July 2017 – April 2018

Lancashire CC

Manager- Safeguarding and Assessment

Chair review PLO meetings

Duty manager for 3 days at a time on a rota with three other managers

Chair strategy meetings

Sign off plans, meeting minutes, etc, conference reports, section 47's

Manage a team of 6 social workers and 3 family support workers and complete their supervision

2 of my team are ASYE so all of the support they need

Allocations

Attend MARAC on a monthly basis as social care representative for our area

Support workers with court documents

Ofsted prep work

Planned and delivered some training on voice of the child and direct work.

Currently 250 children open to my team

Care planning for cases escalating from CIN to CP, cases held in our team from duty right up to first lac review so juggling team with cases in assessment stage right up to care proceedings

March 2017 – July 2017

Self employed – Asylum assessments

July 2015 – March 2017

Rotherham MBC

Auditing

- Audits for OFSTED visits - every 3 months, 6 were done usually shared out however in the majority of these visits I did half of them each time until January 2017 when we did one each.
- Mentoring of people through the audits, so sitting with duty workers (my area) and looking at what needs to be added to a file, assessment, case note etc... to make it better

- escalating concerns
- attending set up and close down meetings
- liaising with service managers and heads of service to share areas that need improving etc..
- desktop audits
- beyond auditing so sitting with the workers after the audits completed to go through findings, areas for improvement etc...
- transfer audits - auditing files before cases left duty to long term teams, early help etc..
- audits done in duty, mash, early help, children with disabilities, Leaving Care, LAC, long term team

Beyond auditing ran from March 2016 to March 2017, this was where we sat with workers etc..

From July 2015 to November 2015 this was desktop audits, need to know audits and OFSTED audits

From November 2015 - March 2016 this was where I was in Duty, I attended allocation meetings and basically tracked the cases from allocation ensuring that every was done that was meant to be.

At the end of each period from July 2015 to November 2015 we wrote our own reports.

From March 2016 to March 2017 I wrote reports for anything that was in MASH, Duty, Early Help

I was the lead auditor from March 2016 for MASH, Duty and CSE

From October 2016 we tracked any inadequate cases from our areas so for me this was MASH, Duty and CSE - we sat down with the Service manager for each area each month and tracked these cases until actions were all met, escalating any that weren't.

March 2013 – July 2015

Oxfordshire County Council

Auditing

Duties include

Full case file audits based in two Hubs in Oxfordshire (A and D)

-Met with workers and managers to go through audits (A and D)

- Sat in on allocations meeting (A)
- Reduced allocations (A)
- Met with workers to complete initial supervision records at time of allocation to worker (A)
- Then ran allocations by myself when allocations meetings stopped (A)
- had task of clearing backlog of cases waiting to be allocated (A)
- duty senior on week when service manager was duty senior - this meant allocating cases, also being point of reference for queries from duty as well as managing the duty board and allocating cases (A)
- Team leader from May till August when old one left and before new one started (shared with two other team leaders) so case supervision, non case work supervision, monitoring of capacity of workers in terms of case load, signing off leave, signing off closed cases. 4 workers in total (A)
- Alongside this I was also still doing duty senior role, managing the duty board, allocations and also various bits of work that needed doing so print off from the system and working through any anomalies etc... (A)
- Every 6 months 20 cases needed to be audited alongside any other additional audits that needed doing (A and D so 40 in total)
- Desktop reviews of cases - similar to an audit but more like a chronology of a case (D)
September 2014 to February 2015
- case supervision of 5 workers (D and initial supervision record for any new cases for these workers) February 2015 onwards
- CAF audits (D)
- auditing all closed cases within a certain period when open and following up any concerns etc... (D)
- more audits (D)

April 2014 – July 2014

Oxfordshire County Council, Education and Early Intervention

Team Leader

- Supervision of staff within the HUB Team
- Allocations
- Duty

May 2013 – May 2014

Oxfordshire County Council, Education and Early Intervention

Independent Auditor

- Completion of comprehensive full case files audits against an agreed quality audit template.
- To report any areas of unaddressed identified risk and work that needs to be undertaken to the responsible HUB Manager

September 2013 – March 2014

Oxfordshire County Council, Education and Early Intervention

Independent Allocations

- Compiling paperwork for Allocations Panel

March 2013 – September 2013

Oxfordshire County Council, Education and Early Intervention

Independent Auditor

- Completion of comprehensive full case files audits against an agreed quality audit template.
- To report any areas of unaddressed identified risk and work that needs to be undertaken, to the responsible HUB Manager
- Compiling paperwork for Allocations Panel

August 2012 - February 2013

Walsall MBC, Long Term Child Protection Team

Senior Practitioner

- Court Attendance
- Supporting a team of Social Workers within the team, taking the lead on cases
- Working with Student on placement, co-working cases and providing support as necessary
- Attending child protection conferences
- Review Conferences
- All Child Protection visits
- Liaising with all professionals
- Initiating Care proceedings
- Working cases through care proceedings

June 2012 - July 2012

Cumbria County Council, Children and Families Child Protection Teams

Auditor

- Completion of comprehensive full case files audits against an agreed quality audit template.
- The purpose of which was to assess compliance with national guidelines and expectations and to adhere to statutory requirements.
- To report any areas of unaddressed identified risk to the responsible team manager and head of service, along with identifying any remedial protective action needed.

March 2012 - May 2012

Knowsley Council, Long Term Child Protection Team

Senior Social Worker

- Court Attendance
- Working with Student on placement, co-working cases and providing support as necessary
- Attending child protection conferences
- Review Conferences
- All Child Protection visits
- Liaising with all professionals

- Initiating Care proceedings
- Working cases through care proceedings

August 2011 – Present
Manchester City Council
Independent Assessor

- Undertaking Form F Assessments, Initial Visits and Form C's Connective Person's Assessments on an ad hoc basis

September 2011 – December 2011
Herefordshire Council, Children in Need Team
Senior Social Worker

- Court Attendance
- Working with Student on placement, co-working cases and providing support as necessary
- Attending child protection conferences
- Review Conferences
- All Child Protection visits
- Liaising with all professionals
- Initiating Care proceedings
- Working cases through care proceedings

May 2011 – July 2011
Aberdeen City Council
Senior Consultant Social Worker

- Pre-birth assessments undertaken.
- Mid Trimester meetings held to ascertain whether an Initial Child Protection Case Conference needs to be convened.
- Reports written for mid trimester meeting and for case conferences.
- Liaising with all professionals.
- General computer skills.
- Record keeping.

April 2009 - Present
Various Local Authorities
Independent Form F Assessor

- Completing numerous assessments on behalf of various Independent Fostering Agencies and Local Authority, including Adoption, Fostering, Kinship and Special Guardianship Orders

Sept 2010 – Mar 2011
Outcomes UK LTD

Auditor

- Completion of comprehensive full case files audits against an agreed quality audit template.
- The purpose of which was to assess compliance with national guidelines and expectations and to adhere to statutory requirements.
- To report any areas of unaddressed identified risk to the responsible team manager and head of service, along with identifying any remedial protective action needed.

August 2009 – September 2009

Doncaster MBC – Social Worker, Duty and Assessment Team

Senior Consultant

- Specific eight-week contract to clear the unallocated cases.
- Initial Assessments completed on cases.

Apr 2009 – March 2011

Independent Social Worker

- Completing numerous assessments on behalf of Outcomes UK, including Adoption, Fostering, Kinship and Special Guardianship Orders.

May 2008 – April 2009

Doncaster MBC

Social Worker, Peripatetic Team

- Court report writing
- Court Attendance
- Attending LAC reviews and conferences
- Review Conference and LAC report writing
- All Child Protection and Looked after Child visits
- Liaising with all professionals
- Pre-birth assessments
- Initiating Care proceedings
- Working cases through care proceedings
- All usual Child Protection Family Support roles
- Working unallocated cases covering 4 areas within Doncaster based in one office
- Devising our own court reports

Jan 08 – May 08

North Manchester Children's services - Duty and Assessment Team

Social Worker

- Visits to clients
- General computer skills
- Report writing
- Attending meetings
- Attending case conferences
- Court initial assessments and core assessment

Nov 07 – Jan 08

Career Break

Feb 07 - Oct 07
Lancaster Social Services - Family Support Team

Social Worker

- Court report writing
- Court Attendance
- Attending LAC reviews and conferences
- Review Conference and LAC report writing
- All Child Protection and Looked after Child visits
- Liaising with all professionals
- Pre-birth assessments
- Initiating Care proceedings
- Working cases through care proceedings
- All usual Child Protection Family Support roles

Oct 06 - Feb 07
Child Permanence Team, Colne

Social Worker

- Statutory visits to clients including all Child Protection and Looked after Child visits
- General computer skills
- Attending meetings
- Attending LAC reviews
- LAC report writing

Jul 06 - Oct 06
Older Adults Team, Penrith

Social Worker

- Statutory visits to clients
- General computer skills
- Attending meetings

Apr 06 - Jun 06
Older adults team, Barrow

Social Worker

- Statutory visits to clients
- General computer skills
- Attending meeting

Dec 05 – Apr 06
Career Break

Aug 03 - Dec 05
East Cumbria Family Support

Penrith Child Contact Centre Co-ordinator

- Association recruitment and training of volunteers
- Liaising with solicitors and other agencies
- Facilitating contact between children and parents on a fortnightly basis
- Record keeping

Feb 03 - Sep 05

Carlisle Child Contact Centre

Contact Supervisor

- Recruitment and training of volunteers
- Liaising with solicitors and other agencies
- Facilitating contact between children and parents on a weekly basis
- Record keeping

Jun 02 - Sep 03

East Cumbria Family Support association

Development Worker

- Recruitment and training of volunteers
- Family support,
- Attending case conferences and writing reports