

## Independent Visitor

### Job Description

**RESPONSIBLE TO: IV Co-ordinator**

**HOURS: At least 2 hours every other week**

### General principles for all Coram Voice staff

All Coram Voice staff are expected to work in line with our brand, values and management principles, in particular by:

- Building and maintaining meaningful, supportive, mutually empowering relationships with and between colleagues, partners, and children and young people.
- Creating and supporting a friendly and trusting working environment, working flexibly and supporting each other in times of high workload or when life gets difficult.
- Accepting personal responsibility for our work and being accountable for delivering results against those responsibilities.
- Recognising that we all have a role to play in all aspects of Coram Voice's success, in particular in supporting fundraising, storytelling, and involving children and young people in shaping the future of Coram Voice.

### Purpose of the post

#### What is an independent Visitor?

An independent Visitor (also known as an IV) is a responsible adult volunteer who befriends and supports a child or young person looked after by a local authority and has little or no contact with his/her parents. The children or young people may need additional support particularly as they are likely to be living in children's homes, foster homes or independently.

### Key Responsibilities

To visit, support, befriend and advise a child or young person being looked after by the Local Authority, who has infrequent or no contact with parents or those who have parental responsibility, or who would benefit from the support of an I.V.

### Tasks

1. To visit the child (or young person) on a regular basis, making suitable arrangements with his/her carer and the child (young person) and to be reliable in keeping to those arrangements.
2. To befriend the child (or young person) establishing a relationship of trust and support, and to be prepared for an ongoing relationship, possibly beyond the young person's time in care.
3. To remain independent of the Local Authority and to promote the child's (or young person's) developmental, social, emotional, educational, religious and cultural needs.

4. To undertake activities, agreed with the child (or young person) which are suitable for his/her age, aptitude and ability.
5. To listen to the child (or young person) and provide advice and information regarding issues in their life. Where the advice is regarding complex situations to encourage the child (or young person) to seek and accept help and guidance from appropriate services and individuals, this could include a Coram Voice Advocate.
6. To be willing and available to undertake training and supervision with the IV scheme Manager, both on a one-to-one basis and in group meetings.
7. If requested, to provide a contribution to the review of the child's (or young person's) case by the Local Authority, which reflects the child's (or young person's) viewpoint. This contribution can either be in writing or at the child's (or young person's) invitation by attending the review.
8. To complete and return a 6 monthly questionnaire on the match and report on how the service is from the IV perspective.
9. To refer to the IV Manager or another manager within Coram Voice, or in their absence the Social Worker, or in emergency situations the emergency duty Social Workers, any concerns about the child's (or young person's) welfare, or safety.
10. To act within the Confidentiality Policy of Coram Voice, keeping any confidential information safely stored. To return any confidential information to the IV Manager at the end of the formal relationship.
11. To act within the Coram Voice and Local Authority safeguarding policies.
12. To keep accurate records of any expenses incurred, and to submit regular claims for these expenses, together with receipts, and also details of visits made, activities undertaken and any issues or outcomes from the visits.