**FaSO Lead Job Description**

A member of the SMT should take on the lead on supporting the FaSO provision.

1. Being the single point of contact for and oversight of the establishments Family offer:
* Contact details listed on the FaSO strategy
* Contact details listed on the Gov.UK/Belmarsh page
* Advertised as the FaSO Lead throughout the establishment
* Regular communication with Family Champion
1. Ensuring the establishments Family and Significant Others strategy is fit for purpose:
* Keep the Strategy up to date
* Share the Strategy with key stakeholders
* Publish the Strategy on the NICCO website
1. Being the local lead for completion of the Family and Significant Others performance measure:
* Communicate the measures to relevant stakeholders
* Complete the Family Measures scoring booklet
1. Contract management for Family Service Providers
* Attend contract meetings & monitor service delivery

**FaSO Champion Job Description**

A manager at CM level should act as FaSO Champion

1. **Visits process:**
* Creating safe systems of work risk assessments for the whole visits process
* Overall improved cleanliness of the visits area
* Meeting with Band 4s to set out your expectations of them and set them targets towards decency and the improved running of visits
* Meeting with PACT to ensure the smooth process of visitors through visits centre
1. **Family Visits:**
* The full training of all the Enhanced Gate Osg’s
* Setting the standards of Enhanced Gate security
* Ensuring visitor dress codes are maintained
1. **S.O. Management**
* Identifying Spoc’s on all units for Security
* Attendance at Security committee meeting
* AFC’s improving and the quality on all units
* Taking the lead in getting Residential ready for the security audit
* Ensuring tool accountability on all unit
1. Assurance checks for visits
* Monthly Assurance report
* ACCT Checks and evidence of QA
* Audit Trails
* Cleaning Schedules
* Domestic Smoke Detector Checks
* Population Management meeting
* Dip testing some of the recorded regime to ensure this is what we have offered.
* Wellbeing checks on the unit
1. **Family &Significate Other bi-monthly meeting**
* Organise the Family & Significate other meetings, inviting key stakeholders
* Ensure actions from the Family & Significate others meeting are distributed and completed
* Prepare the presentation for the Family & Significate others meeting
1. **Oversight of PACT Champions**
* Support the Family Engagement Worker and PACT to manage the PACT Champions
1. Supporting those who don’t receive social or digital visits
* Keep the database for those who don’t get visits up to date
* Ensure those who do not have regular social or digital visits are aware of what support there is

1. **Child safeguarding.**
* Ensure staff are fully aware of safeguarding measures including monitoring of person posing a risk to children (level 4 contact)