

## SINGLE CORPORATE SERVICES

### Safeguarding Service

<b>Job title:</b>	Safeguarding Practitioner - Child	<i>To be completed by HR</i>  <i>Job Reference Number</i>
<b>Reporting to:</b>	Named Nurse / Professional for Safeguarding (Child)	
<b>Accountable to:</b>	Associate Chief Nurse Safeguarding	
<b>Pay Band:</b>	6	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

#### Job purpose

To support the Trust Safeguarding Service in performing their safeguarding duties and responsibilities by providing operational safeguarding Children advice and support to all staff on a day-to-day basis.

#### Job summary

- The Post holder is required to hold a relevant qualification i.e., Registered Nurse, Social Work Qualification, Allied health Professional Qualification with relevant experience of adults / child / maternity safeguarding.
- Provide operational safeguarding support to all Trust services and inform Safeguarding All Age Specialist Practitioner and Named Nurse / Professional Lead for Safeguarding of current concerns/trends expressed by frontline staff.
- To assist the Safeguarding Service in the delivery of safeguarding training
- To support the development and implementation of safeguarding practice across the Trust.
- To ensure effective multi agency liaison, meeting the statutory requirements by providing support and advice to all areas of the Trust.
- To support the trust Safeguarding Service in performing their safeguarding duties and responsibilities through advice to operational services, escalation of concerns to/from other agencies and effective feedback and support from safeguarding meetings and forums.
- To assist in audit and reporting of safeguarding processes, actions, and outcomes across the Trust.
- To assist the Safeguarding Specialist Practitioner / Named Nurse / Professional for Safeguarding to embed a Family Approach towards safeguarding across the trust.

- To maintain and improve the understanding of what constitutes a safeguarding referral and ensure the quality of safeguarding referrals
- To work in collaboratively with Divisions supporting the Section 42 enquiry process and ensuring learning is embedded within operational practice.

### **Specific Core Functions**

- To support the Trust in maintaining compliance to statutory, regulatory, and contractual requirements set out in safeguarding law and policy.

### **Key Responsibilities**

#### ***Communication and Working Relationships***

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
  - (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
  - (b) providing and receiving complex or sensitive information,
  - (c) providing advice, instruction, or training to groups, where the subject matter is straightforward.
- Liaise on a daily basis with clinical and non-clinical areas to ascertain any new safeguarding child cases and ensure the correct procedures are being followed.
- To record, interpret and present health information and issues that can impact on the risk or needs assessment of adults who may be at risk of, or experiencing neglect and/or abuse, from a range of health perspectives. This may involve disclosing relevant information regarding allied health and social carer organisations, ensuring the information is processed fairly and proportionately
- Explain clearly and with sound rationale, highly complex safeguarding adult information to a wide range of allied health and social care professionals
- Represent the trust at identified multi agency meetings
- Engender an ethos of joint working, collaboration, and mutual respect amongst all members of the multidisciplinary team, to improve the overall knowledge of safeguarding adults / children amongst NHS Trust workforce.

#### **Analytical and Judgement**

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.
- Contribute to single or multi-agency chronologies as appropriate under the direction of the Named Nurse practitioner for Safeguarding /Safeguarding Specialist Practitioner

#### ***Planning and organising***

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

#### **Physical Skills**

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

#### **Patient Client Care**

- Implements clinical care/care packages, or provides clinical technical services to patients/clients, or provides advice in relation to the care of an individual, or groups of patients/clients.

#### **Policy and Service Development**

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.
- To support and contribute to the delivery of mandatory safeguarding adult training to a wide range of professionals

#### **Financial Management**

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

#### **Management/Leadership**

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.
- Encourage professional accountability in frontline staff to maintain and enhance standards of care in the best interests of the child and adult.
- To act as a safeguarding adult mentor to new staff, learners, and post-registration students

#### **Information Resources**

- The post holder records personally generated information.
- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems,

#### **Research and development**

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

#### **Freedom to Act**

- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.
- Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

#### **Physical effort**

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

#### **Mental effort**

- There is a frequent requirement for concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.
- There is a frequent requirement for intense concentration.

#### **Emotional Effort**

- Frequent exposure to distressing or emotional circumstances, or occasional exposure to highly distressing or highly emotional circumstances, or frequent indirect exposure to highly distressing or highly emotional circumstances.

#### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How criteria will be assessed</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Qualification in Social Work</li> <li>• Allied health professional Qualification i.e., Speech and Language Therapy, Specialist Dentistry, Occupational Therapy, Physiotherapy</li> <li>• Evidence of ongoing professional development</li> </ul>	Teaching and assessment qualification	<b>Application and Interview</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Post registration experience of safeguarding adults</li> </ul>		

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of national and local safeguarding adult policies guidelines and recommendations</li> <li>• Knowledge of relevant legislation relating to safeguarding adults</li> <li>• Demonstrates knowledge of abuse and neglect</li> <li>• Knowledge of the Local Authority Multi-Agency Safeguarding Adult Hub (MASH) agenda</li> <li>• Excellent verbal, written and interpersonal skills</li> <li>• Good IT skills, email, word and excel</li> <li>• Presentation skills</li> <li>• Ability to prioritise, work flexibly and to tight deadlines</li> <li>• Completion of audits, reports, and chronologies</li> <li>• Non-judgemental and self-motivated</li> </ul>		
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**Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.

- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.