

Job Title:	Multi-Agency Partnership (MAP) Safeguarding Children Advisor
Reports to (job title):	Named Nurse for Safeguarding Children
Line Manager to:	N/A

## Job purpose

The Multi Agency Partnership (MAP) team is a multiagency team responsible for the safeguarding of children within the Surrey area. By working together social workers, education, police and health, we collectively triage, research, analyse and share information to identify the most appropriate level of support to meet the needs of a child.

The post holder will work as part of a dynamic multi-agency integrated team assessing notifications and referrals regarding children aged 0-18 that are received by the MAP.

The MAP process includes searching for and collating health information from a range of NHS providers both locally and further afield.

With due regard to patient confidentiality, the MAP professional needs to interpret and share the information that is necessary to safeguard and/or promote the welfare of a child.

The MASP has been designed to facilitate information gathering and sharing within a fire-walled environment.

The Local Authority hold the statutory responsibility for the management of notifications and referrals, but the decision and planning required to inform the outcome of the notification or referral is made by the integrated MAP team. This type of multi-agency cooperation is a statutory duty of all professionals delivering care to children and families

## Base

You will be based within Victoria Gate in Woking. Whilst we support agile and flexible working through the HCRG Care Group's flexible-first approach, there is an expectation that you will be working in the office on Monday & Wednesdays.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

## Key responsibilities

### Professional Leadership

- Lead on health-related aspects of the MAP and agreed improvement areas.
- Coordinate and participate in internal/external working groups, offering expert advice and support.
- Provide timely reports and safeguarding updates to the Named Nurse and Head of Safeguarding.
- Conduct audits as required and support variance analysis and resolution within MAP activity.
- Contribute to risk identification, issue resolution, and escalation within the integrated team.
- Assist in coordinating and delivering multi-agency health training and development.

### Workforce Development

- Support coordination of MAP-related training and succession planning.
- Provide and participate in professional appraisals and health supervision with the Named Nurse.

### Information Management

- Offer safeguarding improvement recommendations through audits, analysis, and reports.
- Ensure timely, accurate data reporting and analysis to the safeguarding leadership.
- Identify and fulfill own training needs; complete all mandatory training and annual appraisal.
- Engage in clinical supervision and competency development.
- Support team development in record keeping and clinical skills enhancement.

### Information Resources

- Maintain accurate electronic records and produce data reports and training presentations.
- Adhere to data protection standards and information-sharing protocols.

### Freedom to Act

- Comply with leadership behaviors, corporate policies, and relevant professional codes (e.g., NMC).
- Uphold all relevant organisational policies, including whistleblowing and confidentiality.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the

expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead

- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

## Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Registered Nurse or Midwife
- Educated to degree level or equivalent experience in safeguarding/child protection
- 3 years experience of working with children and/or families with Child Protection/safeguarding experience
- Evidence of continuous professional development (CPD) in safeguarding children level 3
- Experience of working across professional and multi-agency boundaries
- Experience of managing risks and reporting and escalating concerns
- Understanding of the wider healthcare environment and contemporary NHS issues
- Understanding of multi-agency working and the approach to safeguarding
- Knowledge of legislation and policy

### Desirable

- Experience of working in CAMHS/adult mental health services
- Experience of CPD in safeguarding adults level 3