

Job Title:	Head of Safeguarding (Adults and Children)
Reports to (job title):	Chief Nursing Officer
Line Manager to:	N/A

Job purpose

Brief Job Description:

The Head of Safeguarding is a high-profile post and will ensure that the organisation meets Safeguarding statutory and professional requirements and standards. The post holder working closely with the Chief Nursing Officer and operational safeguarding colleagues will provide safeguarding leadership, expertise and support across the organisation and will report directly to the Chief Nursing Officer who is also the Executive Lead for Safeguarding.

The Head of Safeguarding will:

- Pro-actively monitor the quality of safeguarding provision using data analysis and through organisational safeguarding governance structures and the safeguarding sub-committee to ensure that operational delivery is high quality and safe, and opportunities for improvement are identified and supported
- Have a detailed understanding of the vision and objectives for the organisation and be a key member of the Quality team, driving the standard of safeguarding across the business, working with colleagues and other central teams
- Provide assurance to the Chief Nursing Officer that safeguarding systems and processes are maintained and operated

The Head of Safeguarding will drive:

- the delivery of excellence in safeguarding in accordance with both national and local policy whilst demonstrating commitment to the organisations values
- the development and implementation of the safeguarding strategy
- developing a culture which encourages high quality safeguarding practice, knowledge and learning at all levels
- sustainable improvement in the quality of safeguarding of adults and children.
- quality for safeguarding patients, service users, colleagues and key stakeholders
- enhance and promote organisational reputation and champion collaborative partnerships between functional and operational colleagues in relation to safeguarding

The Head of Safeguarding will work with the Regional Directors to ensure that there is a sound safeguarding structure, robust safeguarding governance arrangements and management processes across all services

The Head of Safeguarding will work together within the Quality team and organisational Safeguarding Leads and Named Nurses to provide expertise in safeguarding leadership, ensure compliance with regulation and best safeguarding practice. The post holder will also develop, implement and support the organisations safeguarding and training strategy. This will include the dissemination of shared learning and evidenced based practice to safeguard people using our services **Base**

TBC

Key responsibilities

Leadership and Safeguarding:

The post holder will provide safeguarding leadership across the organisation to:

- Lead by example, motivate colleagues and drive a culture of high-quality safeguarding practice with openness and trust
- Promote good professional practice, relating to national legislation, regulation, internal policy, procedures and process.
- Ensure that robust safeguarding governance and monitoring systems are in place and are regularly reviewed and developed to enable risks to be identified and mitigated, and safeguarding to flourish
- Seek assurance on the safeguarding of people using our services from the Safeguarding Leads and Named Nurses through governance meetings and data analysis
- Develop, review and monitor the safeguarding audit process
- Provide ad hoc professional safeguarding support and advice to Safeguarding Leads and Named Nurses
- Develop the Safeguarding Improvement agenda
- Represent the organisation at external meetings and consultations on safeguarding or identify a suitable representative
- Identify and share learning at every opportunity
- Provide safeguarding direction to the business development team
- Hold self and colleagues to account for delivering consistent, predictable, high quality safeguarding outcomes
- Provide reports to the clinical governance committee that evidences that services are safe and deliver quality safeguarding
- Seek assurance from the Safeguarding Leads and Named Nurses that Individual Management Reviews (IMRs) requested as part of a local Serious Case Review (SCR) are of the required standard and have been reviewed at the appropriate level prior to submission

and that any resulting action plans are followed up through safeguarding governance processes

- Be the Modern Slavery and Prevent Lead for the organisation

Communication

- Chair of the Safeguarding and CIC Sub Committee
- Lead on all areas of safeguarding including, training and supervision, appraisal and regulatory issues
- Work with the Chief Nursing Officer to develop internal communication structures and professional knowledge sharing
- Meet as required with other senior colleagues
- Liaise with Communications as required
- Be an active member of the Safeguarding and CIC Sub Committee and Clinical Governance Committee
- Contribute to the Caldicott Function
- Contribute and bring healthy challenge to the various organisational committees where required

Analysis and judgement

- Oversee the collection, analysis, judgement and presentation of data for inclusion in internal reports on service implications and planning as well as external responses on behalf of the organisation.
- Ensure IMRs and safeguarding reviews (SARs, CSPRs and DHRs) are produced according to national standards, applying the learning to improve outcomes for adults, children and young people
- Accountable for providing, receiving, and coordinating highly complex and highly sensitive information e.g. notification of domestic homicides
- Review all safeguarding incidents reported on DATIX and support the investigation and cascade of learning

Personal and people development

- Ensure continuous professional development and keep up to date with all relevant legislation, policy and guidance
- Ensure training and safeguarding supervision are in place and operated in line with statute and best practice
- Develop the safeguarding roles, competences and knowledge of Safeguarding Leads within the organisation

Policy development and service improvement

- Ensure the organisation is compliant with current CQC and Ofsted standards for safeguarding and is preparing adequately for all Inspections
- Work collaboratively with other statutory and voluntary organisations on matters relevant to safeguarding including domestic abuse, MCA and Prevent - to include policy as well as individual cases.
- Lead on the planning, development, implementation and evaluation of innovative practice in the management of the safeguarding agenda.
- Demonstrate change in practice through data collection and audit the emerging evidence base and the use of audit and research.
- Contribute to the tendering process and writing of bids

Quality and safety

- The post holder is responsible for the quality assurance of the organisations safeguarding process undertaking audits to determine the value and effectiveness.
- Ensure the organisation can produce evidence requested by CQC, Ofsted and other inspection bodies as required

Key Internal Relationships

- Safeguarding Leads and Named Nurses
- Chief Nursing Officer
- Clinical Directorate and Service Teams
- National Leadership Team
- Operational Quality and Clinical Leads
- National Specialty and Professional Leads
- Growth
- Communications

Key External Relationships

- Commissioners
- Professional and regulatory bodies
- Organisations developing/designing/licensing outcomes
- IHPN

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

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| <ul style="list-style-type: none">• Inspire • Challenge •• Understand • Improve •• Communicate • Learn • | <ul style="list-style-type: none">AccountabilityInvolveResilience |
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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 with current NMC registration or Registered Allied Healthcare Professional with current HCPC registration
- Relevant degree
- Educated to Masters level or equivalent
- Substantial experience in Safeguarding at a leadership role either as a previous head or National role.
- Sound knowledge of requirements for safeguarding adults and children
- Management/Leadership course/qualification
- Evidence of working an influencing at National level
- Evidence of continuous professional development in the area of safeguarding for minimum of 5 years
- Effective communicator able to communicate complex and sensitive information
- Evidence of skills in diplomacy and negotiation
- Ability to manage & support staff working within a demanding and frequently stressful area of service delivery
- Able to lead / oversee safeguarding quality assurance / improvement.

Desirable

- A good working knowledge of the organisation
- Experience of working at a strategic level
- Media skills
- Ability to work to deadlines and to prioritise
- Ability to work flexibly

Other requirements: Occasional travel to meetings and services

Employee signature



Job Description

Manager signature

care·think·do

WE CHANGE LIVES BY TRANSFORMING HEALTH AND CARE

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX