

Job Title:	National Named Nurse/Professional for Safeguarding (AFC Band 8a)
Reports to (job title):	Regional Lead for Safeguarding and Children in Care
Line Manager to:	Specialist Safeguarding Nurses

## Job purpose

To support the Safeguarding team to ensure that the organisation meets its contractual responsibilities to safeguard children and young people, and those adults with care and support needs who may also use the services directly or indirectly. This includes working collaboratively with the safeguarding team, partner agencies and the wider safeguarding team across HCRG Care Group.

## Base

North Locality

## Key responsibilities

Be responsible to and accountable within the managerial framework of Lancashire 0-19, HCRG Care Group Services

- Support the **Safeguarding Lead** and safeguarding team to ensure that the organisation meets its responsibilities for safeguarding
- Deputise for the Safeguarding Lead when required
- At all times and in relation to the roles and responsibilities listed, work as a member of the organisation's safeguarding team.
- Management of the Safeguarding Specialist Nurses within the Safeguarding Children Team, delegation of work and provision of supervision
- Supporting and facilitating of the professional development of Specialist Safeguarding Nurses
- Contribute as required to the wider organisational safeguarding children and adults agenda

## Inter-agency responsibilities

- Participate in multi-agency subgroups of the CSAP/ local safeguarding committees and the organisational wide safeguarding sub-committee and operational meetings
- Advise local police, children's social care and other statutory and voluntary agencies on health matters regarding safeguarding matters

## Leadership and Advisory role

- Ensuring that all safeguarding policies and procedures including local multi-agency procedures are embedded across the Business Unit
- To provide professional advice, support and relevant training and updates in all aspects of safeguarding and child protection to all staff specialities in the Business Unit
- Work closely with Named, Designated professionals, Safeguarding Lead and National Head of Safeguarding for HCRG Care Group
- Support and advise the Business Unit ( HCRG Care Group) about safeguarding including adults
- Contribute to the planning and strategic organisation of safeguarding/child protection services.
- Work with other specialist safeguarding professionals on planning and developing a strategy for safeguarding
- Ensure advice is available to the full range of specialties within the organisation on the day-to-day management of children and families where there are safeguarding/child protection concerns.
- Provide advice (direct and indirect) to colleagues on the assessment, treatment and clinical services for children
- Support the Safeguarding Lead to advise the local clinical governance group in their responsibility safeguard children within Lancashire 0-19 service provision through HCRG's clinical governance processes
- Provide safeguarding advice pertaining to adults, where there is no dedicated role for Safeguarding Adults
- Support safeguarding colleagues across the wider organisation as required and directed by local BU Safeguarding Lead

## Clinical role

- Support and advise colleagues in the clinical assessment and care of children and young people where there are safeguarding/child protection concerns,
- Support and advise other professionals on the management of all forms of child maltreatment, including relevant legal frameworks and documentation.
- Assess and evaluate evidence, write reports and present information to child protection conferences and related meetings.
- Provide advice and signposting to other professionals about legal processes, key research and policy documents.

## Coordination and communication

- Work closely with other specialist safeguarding/child protection professionals across the healthcare services
- Ensure the outcomes of health advisory group discussions at an organisational level are communicated to the safeguarding/child protection team and other staff, as appropriate.
- Work closely with the board-level executive lead for safeguarding/child protection within the healthcare organisation
- Liaise with professional leads from other agencies, such as education and children's social care
- Work closely with Named Nurse for Children in Care to support the local Safeguarding Lead and Head of Safeguarding within HCRG Care Group

## Governance: policies and procedures

- Support Safeguarding Lead to ensure that Lancashire 0-19, HCRG Care Group has local safeguarding policies and standard operating procedures in line with HCRG Care Group national policies, legislation, national guidance, and LSCP multi-agency procedures
- Support the Safeguarding Lead and HCRG Care Group Head of Safeguarding to contribute to the development and review of HCRG Care Group wide safeguarding policies and processes
- Contribute to the dissemination and implementation of local and organisational policies and procedures
- Support the Safeguarding Lead to encourage and coordinate case discussion, reflective practice, and the monitoring of significant events at a local level
- Support the Safeguarding Lead to provide assurance to the Head of Safeguarding for HCRG Care Group

## Training

- Work with safeguarding professionals across healthcare services and with the training sub-groups of CSAP and the safeguarding sub-committee committee to agree and promote training needs and priorities.
- Contribute to the development of all aspects of safeguarding and mental capacity training
- Support the Safeguarding Lead to ensure that all colleagues work to the HCRG Care Group safeguarding and Children in Care training strategy and local requirements in line with national and local expectations.
- Contribute to the delivery of training for colleagues local and across the organisation
- Support the Safeguarding Lead to evaluate training and adapt provision according to feedback from participants
- Tailor provision to meet the learning needs of participant

## Supervision

- Engage in appraisal, support and supervision for colleagues across the services in line with HCRG Care Group safeguarding supervision policy and local processes
- Contribute to individual case supervision and peer review
- Support the implementation of safeguarding supervision by the Safeguarding Champions
- Embed all aspects of the organisational safeguarding supervision policy and process

## Monitoring.

- Support the Safeguarding Lead to participate in the development and review of local and HCRG Care Group national safeguarding audits and peer review
- Contribute to monitoring the quality and effectiveness of services, including monitoring performance against indicators and standards

## Personal development

- Meet the organisation's requirements for training attendance.
- Attend relevant continuing professional development activities to maintain competence.
- Receive regular supervision and undertake reflective practice
- Recognise the potential personal impact of working within the safeguarding children role on self and others and seek help when necessary.

## Appraisal

- Receive annual appraisal from a professional with specialist knowledge of safeguarding children and with knowledge of the individual's support and professional context and framework.

## Accountability

- Be accountable to the Managing Director / Business Unit Head
- Report to BU Safeguarding Lead

## 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 1998 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

#### Education/Qualifications

- Be registered on either Part 1 of the Nursing and Midwifery Council (NMC) register as a registered children's nurse **and / or** Part 1 of the Nursing and Midwifery Council (NMC) as a Registered Adults Nurse and Part 3 register as a specialist community public health nurse and having completed a specific programme with a child and family focus
- Have completed specific post-registration training in safeguarding or looked after prior to commencement in the post (including law, policy, and practice at Level 2 or Post Graduate Diploma (PGDip))

#### Experience

- Have a minimum of three years' experience in a role relating to health care for babies/children and young people and experience of safeguarding and children in care
- Experience working as a Safeguarding Specialist Nurse within a safeguarding team
- Ability to contribute to the writing of detailed and comprehensive reports and reviews

#### Skills/Abilities

- Excellent IT skills
- Excellent communication skills
- Excellent literacy skills
- Able to work effectively with children, young people and adults
- Must have ability to travel effectively across the locality

#### Knowledge and Understanding

- Sound understanding of the legislation relating to safeguarding children, young people and adults including The Mental Capacity Act
- Understanding of the health needs and complex health issues of adults, children and Looked after Children
- Awareness of importance of confidentiality and legislation associated with information sharing
- Good understanding of health promotion practice

### Desirable

- Experience and ability to offer safeguarding support and advice pertaining to adults who are at risk of harm

# Job Description

Other requirements: Hold a full driving license

Employee signature

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Manager signature

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