

# Job Description

Job Title:	Specialist Nurse for Safeguarding Children
Reports to (job title):	Named Nurse for Safeguarding Children
Line Manager to:	N/A

## Job purpose

The post holder will work as part of the Safeguarding Team to support the Named Nurse for Safeguarding Children for Lancashire 0-19 Public Health Nursing Service in developing an integrated approach to safeguarding children and young people.

To work closely with the Named Nurse for Safeguarding Children in providing specialist knowledge and advice to health professionals consistent with the requirements of the

- Children Acts, 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Children and Social Work Act, 2017
- Care Quality Commission Regulation 13: Safeguarding Service Users from Abuse and Improper Treatment - Health & Social Care Act 2008 (Regulated Activities)
- Regulations 2014: Regulation 13
- RCPCH Safeguarding Children & Young People: Roles and Competences for Health Care Staff (Intercollegiate Document 2019)
- Local Safeguarding Board policies and procedures

Identify service needs and develop, deliver and manage appropriate training in safeguarding/child protection both within the company and with statutory and voluntary agencies and support the delivery of the safeguarding training strategy

Maintain effective communication with VCL Named Nurses Safeguarding Children, Senior Management Team and Service Managers

To promote effective safeguarding practice by enabling practitioners to identify families who are/may be having difficulty in meeting their childcare responsibilities and ensuring that these families are clinically managed through a high standard of evidence based practice and safeguarding children supervision.

To assist in the development, implementation, and compliance of safeguarding policies and procedures across the organisation

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- To support the promotion of good professional practice.
- To communicate the Safeguarding Children Policy and Procedures to all staff ensuring that these are implemented in practice
- To support VCL staff with legal aspects of their roles, regarding court statements, attending court, police requests, CAFCAS, liaising as required with legal services both internal and external.
- To support operational management with sound professional advice in order to ensure delivery of safe and effective safeguarding practice.
- The post holder will establish links with those involved in the care of children, young people and families.
- Establish effective communication and collaboration with the local authority, police, education and other agencies involved in Child Protection and Safeguarding Children.
- To support the development of practice to promote and safeguard the welfare of children ensuring that it is embedded within all services.
- To support the objectives of the organisation and contribute to developing an operational framework for Safeguarding Children and Child Protection.
- To provide professional advice to VCL on the impact of policy, guidance and legislation ensuring that the evidence base for services is robust.
- To contribute to ensuring that children are safeguarded from harm and that the service is applied to a high standard consistently across the locality and the whole of Lancashire.
- Provide advice and support to front line clinicians to ensure that high standards of practice in Safeguarding and child protection are maintained and continuously improved.
- Contribute to internal and Multiagency case reviews ensuring that action plans are completed and followed through.
- Promote the vision of Working Together to Safeguard Children contributing to development of services, policies and standard operating procedures within the context of national legislation.
- To contribute to service planning and delivery where appropriate for front line services ensuring that Safeguarding Children issues are raised and acted upon.
- To support risk management strategies.
- To contribute to the training strategy for safeguarding children and child protection. To devise and deliver training packages around safeguarding and child protection.

- To support the Named Nurses Safeguarding in ensuring that plans that are underpinned by professional advice.
- To support workforce redesign to enable the delivery of responsive, high quality services that take account of the legislative and practice requirements for Safeguarding Children.
- Provide leadership to individual staff and teams to support change in delivery and clinical practice ensuring that Safeguarding Children issues are a consistent theme.
- To support the utilisation of performance management information with staff and others as the basis for continuous service improvement.
- To support the monitoring of clinical governance and other quality assurance systems in support of patient safety and service quality within Safeguarding Children.
- To undertake appropriate audits of safeguarding practice.
- To operate with a degree of professional autonomy to deliver within the objectives of the service.
- To take responsibility for raising issues of risk or concern to the Named Nurses Safeguarding.
- To deputise for the Named Nurse Safeguarding.
- The post holder will need to deal with difficult situations and interruptions, which may need urgent responses. This may include communicating information to key stakeholders, the press and staff.
- The post holder will require emotional resilience, sensitivity, concentration, together with presentation and negotiation skills and attributes.
- To attend and represent VCSL WCCS at Multi Agency Risk Assessment Conferences (MARAC) as requested by the Named Nurse for Safeguarding Children.
- To plan, develop and deliver specialist safeguarding and child protection training on a single agency and multi-agency basis to a wide range of different disciplines.
- To contribute to influencing changes in ethos and practice through support of staff via training and supervision.
- To liaise with other key agencies and share information as appropriate.
- To develop links and work closely in partnership with all other agencies involved in safeguarding children through participation and the promotion of safeguarding practice.
- To contribute to any sub-groups of the Local Safeguarding Children's Board (LSCB) as appropriate.
- To represent the Named Nurse Safeguarding Children at local and interagency meetings as necessary.
- To recognise the emotional demands of safeguarding and protecting children work, be proactive in supporting colleagues and staff and participate in the development of support

systems to meet the needs of practitioners working with very complex vulnerable children and young people and their carers.

- To work closely with the Named Nurse for Safeguarding Children and other Service Managers to address safeguarding and protecting children practice issues in relation to competencies; performance management, training and development; discipline and grievance.
- To provide and receive highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or reassurance skills are required. Issues are often particularly distressing and emotive where barriers to acceptance may need to be overcome especially relation to issues involving members of staff or media interest.
- To ensure both written and verbal information is shared in a timely and accurate manner.
- To undertake review and audit that demonstrates learning from critical incidents or serious case reviews or as per action and improvement plans.
- To promote effective record keeping and maintain the principles of confidentiality and data protection.
- To maintain and provide data in relation to safeguarding activity and report accordingly.

## 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

#### Education/Qualifications

- Registered Nurse or Registered Midwife with Community experience
- Educated to Master's Degree Level or equivalent professional qualification or experiential learning.

#### Skills/Abilities

- Knowledge of National and Local Strategies
- Experience of working across organisational boundaries.
- Excellent negotiation and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to build effective working relationships – advisory and facilitative.
- Good organisational skills and able to work to deadlines.
- Ability to work under pressure and remain calm.
- Excellent communication skills both written and verbal.
- Self-awareness.
- Ability to drive.
- IT literate.
- Ability to organise own work and use initiative.
- Report writing.
- Self-motivated, visionary and enthusiastic.
- Flexible and adaptable.
- Aware of own stress and coping strategies

#### Experience

- Significant experience as a Community Health Practitioner working with child protection cases.
- Minimum of 5 years post registration experience with minimum of 3 years at senior level of band 6 or above
- Extensive experience of managing complex child protection cases and assessing vulnerable families in the community
- Safeguarding Children Training Level 3

- Evidence of continuing professional development
- Experience of Clinical Supervision, as a provider or recipient. Have a theoretical understanding of principles of supervision.
- Experience of managing complex child protection cases
- Experience of attending case conferences, strategies meetings
- Experience of developing relationships with external agencies and organisations
- Experience of working across organisational boundaries within health, those of our multiagency partners and the voluntary sector

## Knowledge/Understanding

- To have knowledge of the law relating to child protection/children in need working.
- To have knowledge of local policies, procedures and guidelines relating to child protection/children in need working.
- An understanding of the implications of cultural difference for service delivery.
- Understanding and ability to work within Clinical Governance framework.

## Personal Attributes

- Able to achieve the objectives of the post.
- Ability to work flexibly to accommodate the needs of the service.
- The post holder will possess standard keyboard skills and will be familiar with Microsoft Office software and associated packages
- Excellent negotiation and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to build effective working relationships – advisory and facilitative.
- Good organisational skills and able to work to deadlines.
- Ability to work under pressure and remain calm.
- Self-awareness
- Ability to drive.
- Ability to organize own work and use initiative.
- Report writing.
- Self-motivated, visionary and enthusiastic.
- Flexible and adaptable.
- Aware of own stress and coping strategie

## Desirable

### Education/Qualifications

- Specialist Community Public Health Nurse.
- Training/teaching adult's qualification.
- Knowledge of legislation relating to Safeguarding Children.
- Experience of delivering training.

### Experience

- Experience of supervising staff in a clinical setting
- Experience of delivering Child Protection Supervision
- Experience of formal and informal training sessions

## Other requirements:

The post holder will be required to travel and drive long distances

The post holder may be subject to aggressive and difficult behaviour from staff and stakeholders

The post holder will be expected to work across the whole of Lancashire (work base to be agreed)

## Infection Control.

You are accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standard set by the Health and Social Act 2008: Code of Practice on the prevention and control of infections and related guidance (published December 2010).

The post holder will be required to travel and drive long distances

The post holder may be subject to aggressive and difficult behaviour from staff and stakeholders

The post holder will be expected to work across the whole of Lancashire (work base to be agreed)



# Job Description

Employee signature

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Manager signature

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