

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	Safeguarding Professional
Band:	6
Directorate:	Corporate
Department:	Safeguarding
Base:	Taunton, Bridgwater or Yeovil
Responsible for:	N/A
Responsible to:	Safeguarding Duty Manager
JD updated:	12/04/23

### Department Core Purpose

To influence and empower colleagues to achieve excellence in safeguarding practice and care.

To ensure that Safeguarding is core business across the organisation, evidenced in all areas or the Trust's activities and service delivery.

### Job Purpose:

- To contribute to and promote the Safeguarding agenda, including the Mental Capacity Act, domestic abuse, adult protection, child protection and PREVENT within Somerset NHS Foundation Trust in line with national and local guidance.
- To provide support and advice to Trust staff in relation to safeguarding.
- To assist in the development, maintenance, provision, reviewing /auditing and supporting the delivery of the safeguarding training plan.
- To assist in the development, maintenance, provision, reviewing /auditing and supporting the delivery of the safeguarding supervision plan.
- To deputise for your line manager as and when needed.
- To work collaboratively with other members of the Safeguarding Team to provide holistic expert help and advice on safeguarding matters.
- To actively contribute to the safeguarding teams support to the Team Managers and leaders across the trust.
- To provide specialist safeguarding training and supervision directly to frontline practitioners of all disciplines and at all levels of the Trust consummate with your role and experience.
- To work within the Multi-Agency Safeguarding Hub (MASH) arrangements representing the Trust on often highly complex safeguarding matters.

## **Duties and Responsibilities**

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

Key working relationships:

- Safeguarding Duty Team Manager
- Director / Head of Safeguarding
- Named Professional for Safeguarding Adults/ their deputy.
- Named Nurse for Safeguarding Children / their deputy.
- Safeguarding service colleagues
- Named Doctor for Safeguarding Children
- Lead Consultant for Safeguarding Adults
- Service, Ward, Team and Unit Managers
- Safeguarding Leads from other agencies
- External agencies - police, primary care, social care and other key agencies
- Community and hospital-based teams.
- Voluntary and Acute sector
- To provide verbal and written clear and concise advice and support to staff at all levels of the Trust in relation to complex situations
- To promote effective and highly professional lines of communication in order to address any safeguarding concerns.
- To promote effective communication within the Trust and with agencies on matters relating to safeguarding.

### **Planning and Organisation**

- Required to deal with unscheduled interruptions to deal with service issues and to support staff.
- Escalate effectively and in a timely manner any issues identified with own or others workload in duty team.
- Lone working, use of initiative and autonomy/ability to prioritise competing demands on workload.

### **Analytics**

- To use professional and clinical judgment to assess and inform own and others practice often working autonomously with complex situations.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

- To assist in the support of staff who have direct involvement with patients, to prevent the risk of significant harm or abuse.
- To work effectively with staff at all levels of the Trust to ensure that risks to individuals, the Trust and to the public are shared in a timely and considered manner.
- To advise on the process of risk assessments relating to safeguarding.
- To facilitate all staff reporting safeguarding incidents or concerns through appropriate reporting process.
- To facilitate learning at all levels of safeguarding training for all levels of staff employed within the Trust.



**Policy, Service, Research & Development Responsibility**

- To provide expert advice and support on safeguarding matters using evidence-based practice.
- To assist Safeguarding Service colleagues to ensure evidence-based practice and lessons learnt in relation to safeguarding are implemented across the Trust.
- To actively contribute to Trust and inter-agency safeguarding meetings and discussions as necessary.

**Responsibility for Finance, Equipment & Other Resources**

- Involved in handling confidential files and information and safe storage of information both in paper and electronic form.
- Required to use a range of IT equipment other electronic equipment such as projectors used for teaching.

**Responsibility for Supervision, Leadership & Management**

- To support the work and responses of the Trusts Safeguarding Service providing highly specialist advice when dealing with highly complex and sometimes dangerous situations in order to safeguard patients, families, staff and the public
- To escalate areas of concern to line management without delay when identified
- To work collaboratively with colleagues within the Trust and from other partner agencies.
- To assist in the provision of safeguarding supervision (child/ adult/ integrated) to staff working with high risk, highly complex and often contentious situations as directed by Safeguarding Duty Team Manager.
- To promote anti-discriminatory practice in all aspects of safeguarding

**Information Resources & Administrative Duties**

- Required to carry a mobile phone and laptop to enable agile working.
- The postholder will be required to spend a considerable period of the working day sitting in front of a VDU.

**Any Other Specific Tasks Required**

- Hybrid working office based and home.
- Required to work agilely at other venues other than nominated office.
- Required to concentrate for long periods of time, e.g., when reading reports, minutes of meetings etc.
- Required to travel across the county and therefore may be driving for considerable periods of time.



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

To comply with the Trust's Safeguarding Adults at risk policy. Safeguarding is everybody's business and is the responsibility of everyone; statutory, independent and voluntary organisations, and members of the public. Safeguarding ensures working together to protect adults with care and support needs from abuse and neglect. Attending safeguarding adults training appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

## **Records Management**



The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

### **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

### **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

### **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

### **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

### **Review of Job Description**

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



## Person Specification

Requirement	Essential / Desirable	How Assessed
<b><u>PROFESSIONAL REGISTRATION</u></b> A Registered Professional	E	Interview & Application form
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <ul style="list-style-type: none"> <li>RN/RGN/RHV/RMHN/ Degree in Social Work or equivalent professional registration.</li> <li>Evidence of continuing post qualification professional development.</li> <li>Post qualifying professional development in safeguarding.</li> <li>Safeguarding specific qualifications.</li> </ul>	E E E D	Interview & Application form
<b><u>KNOWLEDGE</u></b> <ul style="list-style-type: none"> <li>Evidence of managing complex safeguarding cases.</li> <li>Awareness and working knowledge of latest safeguarding legislation, guidelines and best practice.</li> <li>Professional accountability in relation to safeguarding.</li> <li>Diversity and equality issues and their application in safeguarding practice.</li> </ul>	E E E E	Interview & Application form
<b><u>EXPERIENCE</u></b> <ul style="list-style-type: none"> <li>Experience of multi-agency working</li> <li>Experience in the supervision of professionals involved in safeguarding.</li> <li>Involvement in planning and delivery of safeguarding training.</li> <li>Partnership/cross organisational working to promote excellence in safeguarding practice.</li> </ul>	E D D D	Interview & Application form
<b><u>SKILLS &amp; ABILITIES</u></b> <ul style="list-style-type: none"> <li>Ability to provide sensitive and complex safeguarding advice and support confidently and competently to colleagues.</li> <li>Ability to negotiate and influence colleagues and partner agencies.</li> <li>Excellent reporting, writing, presentation and IT skills.</li> <li>Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members.</li> <li>Ability to recognise and manage challenging situations in a calm and professional manner.</li> </ul>	E E E E E	Interview & Application form



<ul style="list-style-type: none"> <li>• All mandatory training is kept up to date.</li> <li>• Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect.</li> <li>• Intuitive and caring nature.</li> <li>• To be able to demonstrate an awareness and responsibility for self- whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion.</li> <li>• Flexible and adaptable to meet the needs of the patients and the safeguarding service.</li> <li>• Caring, compassionate and considerate towards patients, carers and relatives and staff.</li> <li>• Ability to inspire positivity, support recovery and make a difference.</li> <li>• Act in a way that supports and promotes equality and diversity.</li> <li>• To successfully complete the Enhanced Disclosure &amp; Barring Service checks and the Enhanced Police Vetting to be able to work as part of the Multi- Agency Safeguarding Hub.</li> </ul>	E E E E E E E E E	
<b>COMMUNICATION SKILLS</b> <ul style="list-style-type: none"> <li>• Able to demonstrate a good standard of English language.</li> <li>• Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives and staff at all levels whilst remaining professional, sensitive and empathetic.</li> <li>• Evidence of a good standard of Literacy / English language skills</li> <li>• Listens to others' views respecting and valuing individual patient needs.</li> <li>• High standards of written communication skills</li> </ul>	E E E E E	<b>Interview &amp; Application form</b>
<b>PLANNING &amp; ORGANISING SKILLS</b> <ul style="list-style-type: none"> <li>• Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients.</li> <li>• Able to take instruction and direction and work effectively as part of a team.</li> <li>• Ability to record and retrieve information to inform safeguarding decision making.</li> <li>• Ability to maintain effective, comprehensive and auditable recording systems.</li> </ul>	E E E E	<b>Interview &amp; Application form</b>
<b>PHYSICAL SKILLS</b> <ul style="list-style-type: none"> <li>• Must be a car driver with a valid driving licence or have access to transport with appropriate business insurance in order to use vehicle for work.</li> </ul>	E	<b>Interview &amp; Application form</b>





<b>OTHER</b> <ul style="list-style-type: none"> <li>• Willingness to use technology to improve standards of care and support to our patients travel throughout the Trust, to meet the needs of the service.</li> <li>• IT literate.</li> <li>• Be prepared to work flexibly and be mobile across the Trust.</li> <li>• Ability to manage personal stress of others in highly emotive and distressing circumstances.</li> <li>• Able to recognise own need for support and supervision.</li> <li>• Willingness to use technology to improve standards of care and support to our patients.</li> </ul>	E E E E E E	<b>Interview &amp; Application form</b>
<b>SUPPORTING BEHAVIOURS</b> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:</p> <p><b>Kindness, Respect, Teamwork</b></p> <p><b>Everyone, Everyday</b></p>		

#### SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		NO	
Working in physically cramped conditions		NO	
Lifting weights, equipment or patients with mechanical aids		NO	
Lifting or weights / equipment without mechanical aids		NO	
Moving patients without mechanical aids		NO	
Making repetitive movements		NO	
Climbing or crawling		NO	





Manipulating objects			
Manual digging			
Running			
Standing / sitting with limited scope for movements for long periods of time			
Kneeling, crouching, twisting, bending or stretching			
Standing / walking for substantial periods of time			
Heavy duty cleaning			
Pushing / pulling trolleys or similar			
Working at heights			
Restraint ie: jobs requiring training / certification in physical interventions			
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another ( give examples)			
Carry out formal student / trainee assessments			
Carry out clinical / social care interventions			
Analyse statistics			
Operate equipment / machinery			
Give evidence in a court / tribunal / formal hearings			
Attend meetings (describe role)			
Carry out screening tests / microscope work			
Prepare detailed reports			
Check documents			
Drive a vehicle			
Carry out calculations			
Carry out clinical diagnosis			
Carry out non-clinical fault finding			
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events			



Giving unwelcome news to patients / clients / carers / staff		NO	
Caring for the terminally ill		NO	
Dealing with difficult situations / circumstances	YES		Routinely as an integral part of this role
Designated to provide emotional support to front line staff	YES		Routinely as an integral part of this role
Communicating life changing events		NO	
Dealing with people with challenging behaviour	YES		Potentially on occasions
Arriving at the scene of a serious incident		NO	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		NO	
Excessive temperatures		NO	
Unpleasant smells or odours		NO	
Noxious fumes		NO	
Excessive noise &/or vibration		NO	
Use of VDU more or less continuously		NO	
Unpleasant substances / non household waste		NO	
Infectious Material / Foul linen		NO	
Body fluids, faeces, vomit		NO	
Dust / Dirt		NO	
Humidity		NO	
Contaminated equipment or work areas		NO	
Driving / being driven in <b>Normal</b> situations		NO	
Driving / being driven in <b>Emergency</b> situations		NO	
Fleas or Lice		NO	
Exposure to dangerous chemicals / substances in / not in containers		NO	
Exposure to Aggressive Verbal behaviour		NO	
Exposure to Aggressive Physical behaviour		NO	



The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

