

## Job Description

### Named GP for Safeguarding (All age) for Bristol, North Somerset and South Gloucestershire ICB (Bristol and North Somerset)

<b>Job Title:</b>	Named GP for Safeguarding (all-age) for Bristol, North Somerset and South Gloucestershire ICB (South Gloucestershire)
<b>Responsible to:</b>	Deputy Chief Nursing Officer, BNSSG ICB
<b>Accountable to:</b>	Chief Medical Officer, BNSSG ICB
<b>Responsible for:</b>	Providing safeguarding expertise to LINK GPs in the Bristol and North Somerset localities, supporting ICB Safeguarding strategic direction for adults and children, writing Individual Management Reviews for Safeguarding Adult Reviews and Domestic Homicide Reviews and sharing learning across Primary Care from statutory safeguarding reviews.

#### 1. Job Purpose

The Named GP is a general practitioner with a special interest in safeguarding- both adults and children. The Named GP will contribute to the planning and strategic organisation of the safeguarding work programme in conjunction with the Head of Safeguarding and wider ICB Safeguarding Team. This could include providing expert Primary Care advice to safeguarding practice and championing any changes needed to promote the welfare of children, adults and communities.

The role incorporates responsibilities in training, audit, reporting writing and liaison. The Named GP provides a link from the ICB Safeguarding team to Primary Care, although is also closely supported by two Named Professionals for Primary Care in the ICB Safeguarding Team. Together the Named GPs and Named Professional provide expert advice and support to GPs in issues relating to the protection and safeguarding of adults and children- both operationally and strategically. This Named GP role would provide specific support to the GP Practices within the Bristol and North Somerset Local authority areas.

#### 2. Main Duties and Responsibilities

##### Training

- To improve the understanding and capabilities of GPs in their work involving safeguarding children and adults, encouraging multi-agency working and a think-family approach to safeguarding.
- Together with other members of the BNSSG ICB Safeguarding Team to raise awareness of resources to support primary care teams in their work to safeguard children and adults, for example the South West Child Protection Procedures or Home Office Guidance to conduct and support Domestic Homicide Reviews.

- To play an active role in the planning, delivery and evaluation of training particularly to staff working within primary care

### **Liaison**

- The Named GP will advise and help shape primary care initiatives to improve all age safeguarding.
- To develop and maintain channels of communication between the ICB and primary care via the designated Safeguarding Children and Safeguarding Adult Link GP(s) and for each practice.
- Hold regular meetings with the Link GPs for local practices in South Gloucestershire.
- Offer support and advice for GPs in relation to safeguarding children and adults.
- Support other professionals where safeguarding matters are concerned within primary care
- To participate in appropriate Local Safeguarding Partnership arrangements where appropriate.
- Actively engage with the regional Named GP safeguarding network.

### **Leadership**

- To lead, with the Named Professionals for Primary Care, on the development and delivery of a Safeguarding Training strategy for the GPs, and work with GPs to promote good safeguarding practice in General Practice
- To contribute to the development of the local Safeguarding Strategy and take a leadership role in respect of actions related to GPs

### **Quality Assurance**

- To assist with the collection of data for statutory safeguarding reviews (adults and children),
- To write Individual Management Reviews for GP Practices as part of the statutory safeguarding review processes for SARs and DHRs.
- To assist with monitoring the quality, acceptability and effectiveness of training.
- To advise on the implementation of recommendations from statutory safeguarding reviews and to participate in informing practitioners where appropriate of recommendations.
- To contribute to an annual report from BNSSG ICB safeguarding team to the Outcomes, Performance and Quality Committee and ICB Board.
- To participate and engage in audit of compliance with safeguarding children and adult policies and standards in primary care

### **Inter-agency Role**

- To participate in defined Local Safeguarding Partnership activities, including where appropriate and possible sitting on sub-groups. These responsibilities will be shared with other members of the ICB Safeguarding Team and may vary over time depending on needs.

### **Personal Development**

- To engage in relevant local, regional and national continuing professional development in order to maintain up to date safeguarding knowledge and skills equivalent to level 4 as per the Intercollegiate Guidance for Safeguarding Adults, Looked after Children and Children.

### **Appraisal**

- The Named GP will have an annual Performance and Development Review jointly with the Deputy Chief Nursing Officer and Chief Medical Officer, and regular supervision with the Designated Doctor. As a general practitioner the Named GP will also undertake an annual appraisal within general practice.

### **Role of Named GPs**

#### **As per the Safeguarding Children, Young People and Adults at Risk in the NHS: Safeguarding Accountability and Assurance Framework**

The role of the Named GP for children's safeguarding is to;

- provide specific expertise on child health and development, and on children who have been abused or neglected, as well as in the care of families in difficulty;
- liaise with provider organisations and other partners e.g. local councils, on local primary care arrangements for safeguarding children;
- promote, influence and develop relevant training for GPs and their teams
- advise and support GPs in writing the general practice components of safeguarding children practice reviews and/or independent management reviews, Section 11 and other multi-agency audits

Similarly the role of the Named GP for Adult Safeguarding is to;

- promote within General Practices the provision of effective primary care services to safeguard adults at risk and to improve their outcomes;
- facilitate GPs and practice staff to understand their roles and fulfil their responsibilities towards the protection and safeguarding of adults.
- support and advise the ICB Governing Body board about safeguarding adults.
- develop a role in quality monitoring and audit in terms of primary care performance in relation to safeguarding adults.
- undertake the Independent Management Review (IMR) for General Practice when there is a SAR (Safeguarding Adult Review) or DHR (Domestic Homicide Review), as requested by the designated nurse for safeguarding adults and SAB.
- work with designated professionals when learning lessons reviews related to General Practice and Primary Care are undertaken by the local SAB.

The Named GP for Safeguarding (All-age) will adopt a think family approach in a locality to support safeguarding systems.

### **Person Specification**

The Named GP for Safeguarding (All age) will maintain competencies for safeguarding children and safeguarding adults at level 4 as far as possible following recommendations both intercollegiate documents: Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff and Adult Safeguarding: Roles and Competences for Health Care Staff.

[Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff | Royal College of Nursing \(rcn.org.uk\)](#)

[Adult Safeguarding: Roles and Competencies for Health Care Staff | Royal College of Nursing \(rcn.org.uk\)](#)

- Have considerable experience in the care of children, young people and adults in primary care.
- Be registered on a Performer's List and be able to provide evidence that he/she has successfully completed an annual appraisal.
- Be required to comply with current requirements for enhanced DBS check.
- Maintain up to date practice in relation to safeguarding, attending continuing professional development directed according to needs identified at annual appraisal and opportunistically
- Have an understanding of, and be able to teach and facilitate groups
- Have an understanding of local arrangements for safeguarding children and safeguarding adults
- Maintain an up-to-date knowledge of legislation, policy, guidance and practice around safeguarding children and adults
- Maintain good relationships with colleagues in primary care and the ICB to facilitate communication and support an advisory role
- Be practising as a general practitioner within BNSSG ICB
- Membership of the National Network of Named GPs is desirable and will provide useful networks of GPs and Doctors who have a special interest in Safeguarding children and adults

### **Resources Required for the Post**

- The post holder should be provided with support and supervision for this role including administrative support.
- The post holder should be supported to maintain learning and competencies at Level 4 with appropriate leave and resources to attend local and national conferences.
- The post holder should be supported as part of the ICB safeguarding team and attendance at team meetings and supervision meetings should be facilitated.



## **SAFER RECRUITMENT**

### **General Duties and Responsibilities**

#### **1 Job Description Review**

This job description is not a complete list of duties but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only following consultation with the post holder. This job description will be kept under review to ensure that it remains up to date.

#### **2 Information Governance and Confidentiality**

It is a contractual requirement for the post holder to ensure that they have or acquire the necessary skills to implement good practice in all matters relating to information governance and in particular the processing of personal data, special categories of personal data and personal confidential data whether they can be attributed to an identifiable individual or not. Staff must also be aware of their obligations with regard to the processing of commercially confidential information.

The post holder must adhere to information governance and related policies and procedures and be aware of the need for their compliance to the relevant Data Protection Legislation including the Data Protection Act 2018 (DPA 2018), the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Law Enforcement Directive (LED) (Directive (EU) 2016/680), regulations made under the DPA 2018 and any applicable national Laws implementing them as amended from time to time. This includes all applicable Laws concerning privacy, confidentiality or the processing of personal data including but not limited to the Human Rights Act 1998, the Health and Social Care (Safety and Quality) Act 2015, the common law duty of confidentiality and the Privacy and Electronic Communications (EC Directive).

Managers have a responsibility to ensure that their staff are equipped with the necessary tools to use in the implementation of good information governance practices.

#### **3 Health and Safety/Security**

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

#### **4 Quality and Clinical Governance**

BNSSG promotes an open, learning culture ensuring appropriate governance systems and processes are in place to support and develop this culture. Employees are responsible for ensuring that they are aware and compliant with policies and procedures that govern their work; and if something goes wrong, employees have an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If an employee has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a senior member of management.

## **5 Codes of Conduct**

All Employees will work in accordance with the principles and standards as set out in managerial and professional codes of conduct.

## **6 Dignity at Work Statement**

BNSSG is committed to treating all employees with dignity and respect. An employee is responsible for behaving in a way that is consistent with the aims of our Equality and Diversity agenda in Employment Policies. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff. The organisation will not tolerate any forms of bullying or harassment in the workplace.

## **7 Equality Statement**

Employees must act in a way that is consistent with organisational procedures and the law relating to equality, diversity and rights, and to treat everyone with whom you come into contact equitably, with respect and without discriminating.

To recognise and appreciate that people, both colleagues and service users are different and to act in ways that are consistent with their needs and preferences.

To ensure that practices and processes operated by your team are fair and provide equitable treatment for all, and to take effective action to deal with any discrimination or unfair treatment that you have become aware of.

## **8 Public Involvement and Engagement**

Employees will work collaboratively with other organisations in the local health community on issues of common interest and contribute to partnership working with local authorities, other statutory organisations and the non-statutory sector as required.

Employees will promote effective patient, public, user and carer involvement in all elements of work.

## **9 Risk Management**

All employees will follow risk management policies and procedures at all times. All employees are personally responsible for risk management issues in respect of themselves and colleagues. Employees who identify a potential hazard should report it to a manager/supervisor at once using the organisational incident reporting process.

## **10 Safeguarding Children and Vulnerable Adults**

All employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training. The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

## **11 Infection Control**

All employees have a responsibility to adhere to policies and procedures in relation to infection

control. BNSSG encourages all staff to make their voice heard in respect of preventing and controlling infection and maintaining and improving environmental cleanliness. This includes sharing good practice and raising problems and issues encountered.

## **12 Delivering Resilience**

BNSSG supports the delivery of health services in times of emergency and where business continuity is affected as a Category 1 responder. Examples may include; extreme weather or local mass casualty situations. In these instances, as an employee, you will be required to provide flexibility around location or role in order to continue to deliver safe services and support as required.

## **13 Policies and Procedures**

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

The organisation operates a policy which promotes a smoke free environment.

## **14 Appraisal and Personal Development**

BNSSG is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure. All employees have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

## **15 Records Management**

Employees have a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or staff records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

## **16 Partnership Working**

BNSSG is committed to partnership working and staff involvement, underpinned by the values of openness, trust, staff involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

## **17 Financial Instructions**

Budget management and control is an element of each employee where they are designated as being budget holders. Employees must comply with the Financial Standing Orders, Standing Financial Instructions and Scheme of Delegation as appropriate to this role.

## **18 Sustainability/Carbon Footprint**

BNSSG is committed to promoting sustainable development and reducing the harmful effects of its activities on the environment. Employees are expected to promote and embrace the principles of sustainable development in their daily duties; specifically, to ensure that they use energy and other natural resources as efficiently as possible to minimise their carbon footprint.

## **19 General Terms and Responsibilities**

Contribute to the work of specific project groups within the organisation and across the local health community as required.

To undertake any other duties that may be reasonably requested of the post holder to help the department run smoothly.