

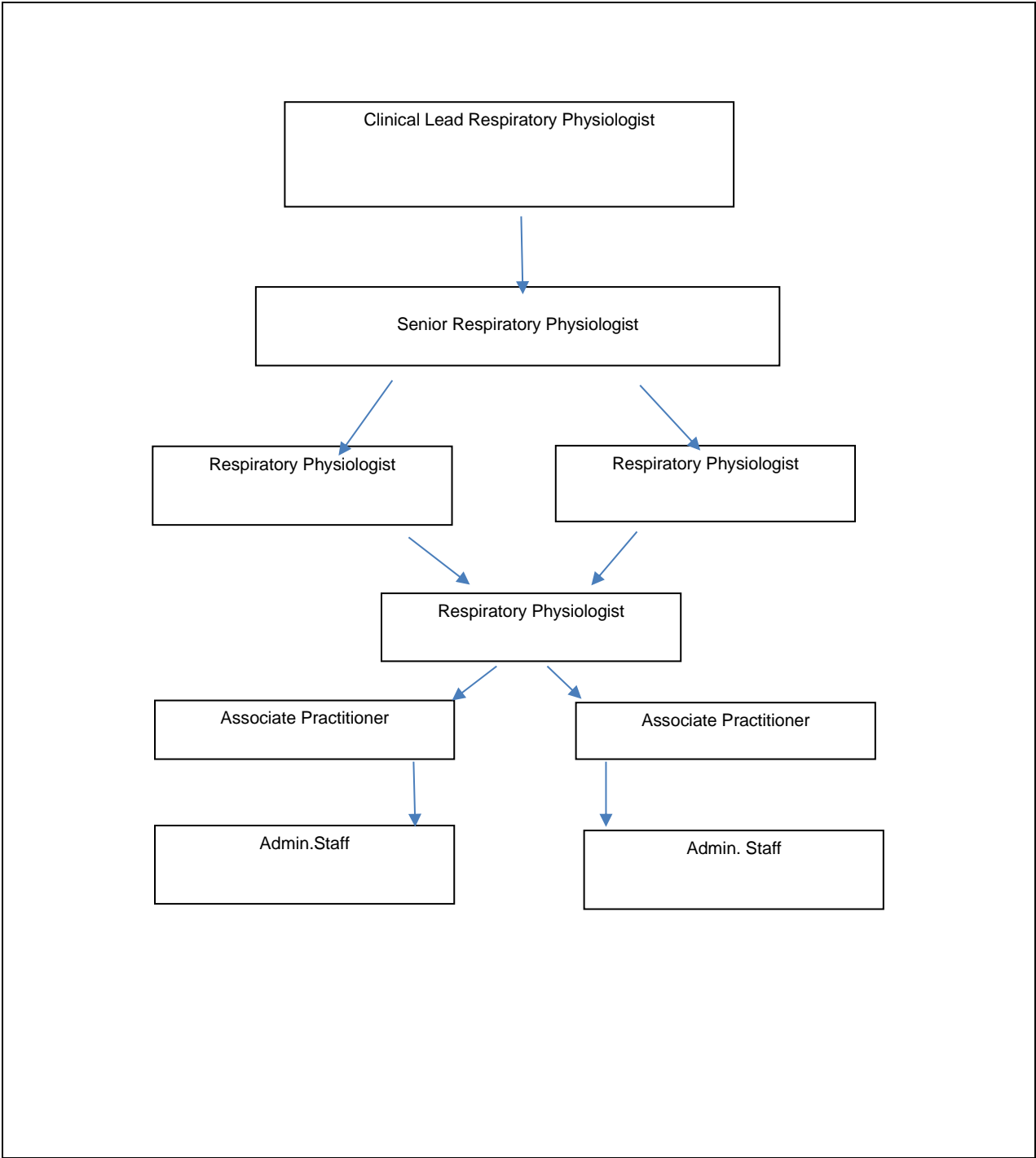


JOB DESCRIPTION

Job Title:	Respiratory Physiologist
Department:	Respiratory
Division:	General and Specialist Medicine (GSM)
Band:	Band 6
Hours:	37.5 hours per week
Responsible to:	Clinical Lead Respiratory Physiologist
Accountable to:	Clinical Lead Respiratory Physiologist
Responsible for:	Assistant Physiologist, trainees and students
Base:	Main base Woking Community Hospital , but with requirement to work at any other Trust site as required.
Disclosure and Barring Service Required:	Yes Enhanced
Job Summary:	<p>The Band 6 Respiratory Physiologist will have responsibility for actively participating as part of the multidisciplinary team within the Respiratory Medicine, to provide a seamless service to patients. Be able to work unsupervised in all areas and be responsible for the day to day running of any area in which they are working. To be responsible for junior staff.</p> <p>Participate in the delivery of a specialist clinical service and deliver a high standard of care to all patients.</p> <p>Perform a range of routine diagnostic lung function tests including spirometry, gas diffusion test, static lung volumes, respiratory muscle tests and allergy skin test. Set-up sleep studies/analysing and reporting of sleep studies. CPAP set-up and review CPAP treatment. To teach Junior staff.</p> <p>Rotate through the Lung Function Department, to have extended knowledge of lung function and sleep investigations.</p> <p>Rotation in sleep service and lung function service will be necessary to maintain skills in both area and to maintain progress learning and for state registration (RCCP) if not registered.</p>
Key working relationships	<p>Internally the post holder will develop effective working relationships with:</p> <ul style="list-style-type: none"> • All Respiratory Physiologists and Respiratory department staff • Medical, Nursing and Allied Health professional staff in acute and community settings. • Administrative and other staff <p>Externally this includes</p> <ul style="list-style-type: none"> • Colleagues in other NHS Trusts and organisations. • GPs, GP surgeries. Voluntary and Community organisations supporting patient care.
Key Result Areas:	<ul style="list-style-type: none"> • To have made an effective contribution to reaching the Trust's vision, strategic objectives, and key work programmes.

	<ul style="list-style-type: none"> • To provide efficient, effective, and reliable clinical service to patients and staff.
Date of last review:	2021

2. DEPARTMENT ORGANISATION STRUCTURE CHART



3. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Clinical Duties and Responsibilities:

1. To competently perform a full range of basic lung function tests on adults and paediatric out-patients and in-patients.
2. To competently analyse basic lung function tests on adults and paediatric patients.
3. To competently set-up sleep studies and analyse and report sleep studies.
4. To competently initiate patients on CPAP/VPAP therapy, follow-up and review patients.
5. To review and prioritise inpatient requests for respiratory investigations within lung function tests, sleep studies and CPAP/VPAP set-ups.
6. To liaise with ward and/or medical staff and ensure availability of physiologist staff when required to perform in-patient testing liaise with senior Respiratory Physiologists.
7. To effectively, promptly, and professionally respond to emergency situations maintaining control and requesting assistance as necessary.
8. To participate in training in other disciplines when rotated through the department for on-going professional development and maintain standards of technical competency.
9. To assist with the efficient running of the technical service by prioritising the daily workload where appropriate.
10. To be responsible for identifying equipment faults, and directly resolve fault issues by reporting them in a timely manner to senior staff members.
11. To deputise for the clinical Lead Respiratory Physiologists when necessary and undertake any other duties at the discretion of the Clinical lead Respiratory Physiologist or their deputies
12. To be responsible for the day-to-day running of the area in which they are working; ensuring all equipment is operational, stock levels are maintained, and that equipment and non-disposable items are cleaned according to departmental policies and procedures.
13. To ensure that all staff are aware of economical use of supplies.
14. To remain up to date with latest trends in clinical physiology translating these into practice and transferring this knowledge to staff within one's area of responsibility.
15. To assist with research studies as required.
16. To participate in the in-house training and technical competency log within the department.
17. To participate in the training of student and assistants on rotation through the department.
18. To work towards ARTP part 1& 2 (if does not have this award).
19. To have or gain accreditation and join the Registration Council for Clinical Physiologists (RCCP).
20. To work in accordance with standards set by the Association for Respiratory Technology and Physiology (ARTP) and the RCCP.

21. To ensure all patients receive appropriate and individualised care.
22. To ensure that all data entered onto any databases are performed in a timely and accurate manner and that statistical records and audits are produced when required.
23. To become familiar with the use of PAS, PRISM and any other computerised systems integral to the running of the department.
24. To contact patients via telephone to rebook appointments for DNA's each day.
25. To help Respiratory Physiologist with telephone queries from CPAP patients, this could be preparing equipment for collection, updating spreadsheets/reports etc.

Managerial:

- To ensure that all data entered on the CPAP databases, remote monitoring platform is timely and that statistical records and audits are produced when required.
- To deputise for the Clinical Lead Respiratory Physiologist when necessary for the management of an area within the department.
- To be responsible for the management/appraisal of junior Respiratory Physiologists.
- To assist with the recruitment and retention of staff within the Lung Function & Sleep department.
- To assist with all aspects of the organisation and performance of Lung function and sleep diagnostic service.
- To work with the Clinical Lead Physiologist to ensure procedures are in place to achieve Government targets in Respiratory Physiology Services.
- To assist in the development of protocols, guidelines and policies within the department in order to achieve IQIPS accreditation.
- To implement local policies and guidelines and ensure that these are adhered to at all times and ensure these are incorporate current professional recommendations and evidence-based practice.
- To participate in the training and development of local competencies of junior staff with the department.
- To undertake any other reasonable duties at the discretion of the Clinical Lead Respiratory Physiologist.
- To participate in sleep MDT to discuss sleep studies results and the outcome for patient treatment management.

Personnel:

- Works to achieve competencies across the repertoire of the department as appropriate to grade.
- Communicates effectively with other staff groups both internal and external, including

healthcare professionals, other staff, patients and their representatives and commercial/representative lung function and sleep suppliers.

- Provides and receives sensitive information from patients and their representatives where empathic skills are required.
- Works as part of a team to ensure that departmental performance targets are met by continually assessing priority of work.
- Participates in the Trust Personal Development Programme and works towards identified development needs.
- Attend all mandatory training courses.
- Attends and participates in departmental and Trust-wide staff meetings as appropriate and demonstrates a positive attitude to these.
- Provides supervision, training support and assistance to newly staff as appropriate (including the demonstration of procedures to less experienced staff).
- Demonstrates excellent personal communication and team working skills.

Service Delivery and Quality

- Participate in a range of duties within the department, without supervision following successful competency assessment.
- Participate in the review of departmental SOPs
- Ensure the safe disposal of mouthpieces and waste and to ensure cleaning and maintenance of work areas and equipment is carried out in accordance with SOPs.
- Ensures that lung function tests/ Sleep analysing meets the acceptance criteria, dealing with and reporting results that do not meet accepted criteria in accordance with departmental protocols.
- Is fully conversant with relevant departmental policies and Standard Operating Procedures, ensuring that personal performance complies with standards set by ARTP.
- To ensure that work is carried out in line with Standing Operational Procedures and/or Departmental policy.
- To monitor quality control of all the tests performed by biological and physiology calibration.
- To assist in the preparation of SOPs and other documentation.
- To participate in audits as required.
- Complies with the requirement to practice within information governance, data protection and confidentiality guidelines.

- To organise and maintain equipment logs, cleaning and sterilisation logs and ensuring their completion.
- To carry out troubleshooting and maintenance on all equipment.

Health & Safety and Risk

- Demonstrate a robust knowledge of national and local health and safety standards.
- Cleaning and sterilisation of lung function and sleep equipment and working areas and according to SOP's. Maintain a tidy and clean workplace, according to H&S regulations and good laboratory practice.
- Perform Risk Assessments for procedures and equipment prior to seeing patients.
- Aware of Clinical Governance and local Health and Safety policies, reporting problems, errors or breaches to the Senior Respiratory Physiologist staff.

General

- To answer telephone calls and deal with messages and enquiries
- To undertake any other duties which may be required, which are consistent with the nature and grade of the post
- Displays and maintains an appropriate level of IT skills. Is able to input patient and request data, maintain and amend patient records, interrogate the laboratory and hospital databases, and perform basic word processing and spreadsheet work
- Performs a range of administrative tasks in all sections of the laboratory as required. This includes archiving and retrieval of specimens and data, maintenance of archived material and audit trails

Educational:

- To actively participate and commit to maintaining own personal professional development, identifying educational and clinical training needs in conjunction with the Lead Respiratory Physiologist and/or senior Physiologist staff.
- To ensure that own mandatory training is up to date.
- To support a rigorous training programme within the department ensuring all physiologists attain state registration

PERSON SPECIFICATION

POST TITLE: Band 6 Respiratory Physiologist

Factors	Essential	Method Of Assessment
Attitude, Behaviour and Values	<ul style="list-style-type: none"> • Always puts patients first • Customer service focus • Willing and able to take personal responsibility • Demonstrates passion for excellence • Seeks out and takes opportunities for improving the service offered • Takes pride in their work and their team • Flexible in their attitudes and behaviours to support team working and delivery of objectives • Respects, values and cares for others • Supports learning and development of self and others • Supports and promotes equality and diversity 	Application form, interview, values based assessment
Qualifications and Further Training	<ul style="list-style-type: none"> • BSc (Hons) Clinical Physiology (or equivalent) • ARTP Part 1& 2 Qualifications • Extensive experience of working in Lung Function and Sleep department • Sound knowledge of lung function and sleep investigations. • To actively participate and commit to maintaining own personal professional development. • Further training course/qualifications in sleep & Lung Function. • Intermediate Life Support Skills • RCCP registration or with relevant qualifications to attain this. 	<ul style="list-style-type: none"> • Application form • Certificate check, interview
Experience	<ul style="list-style-type: none"> • Extensive experience of working within a Respiratory Physiology Department. (Does not include placement/internship). • Significant experience in Lung function and sleep investigations. • Sound knowledge of Lung Function and Sleep investigations. • Demonstrate competency to perform and analyse / interpreting Lung function tests, CPAP set-up, CPAP reviews and Sleep Studies. • Experience of working as part of a team. • Experience of implementing innovation or having responsibility for part of service delivery. • Well-organised and able to prioritise own workload and that of other. • Staff teaching/mentoring 	<ul style="list-style-type: none"> • Application form • Interview
Knowledge/ Understanding	<ul style="list-style-type: none"> • NHS Constitution • Trust vision, values and strategic objectives 	Application form Interview plus references

	<ul style="list-style-type: none"> • Extensive knowledge of Respiratory Physiological investigations. • Knowledge of specialist respiratory and sleep investigations, e.g. sleep studies, hypoxic challenge & bronchial challenge tests. • knowledge of professional code of conduct and guidance by the professional body for Physiologists ARTP. • Experience of working as part of a team • Experience of Respiratory Physiology services. • Ability to work effectively under time and workload pressures. • Evidence of proven commitment to continued personal and professional development. • Enthusiasm for job and profession. • Able to understand department directive. • Confidence within parameters of role. • Attention to detail. • Ability to ensure good Respiratory laboratory practice. • Understanding that work relates directly to patient care. 	
Skills/Ability	<p>Must be able to demonstrate, in relation to patients, visitors, colleagues and other individuals connected with the Trust and NHS:</p> <ul style="list-style-type: none"> • You have knowledge & awareness of diversity and human rights as appropriate to your role • You are able to communicate effectively to ensure high standards of care, treatment, and service or support as appropriate to your role/grade. • Patient facing roles be able to understand an individual's communication, physical & emotional needs; recognise their needs and preferences. • Able to provide a customer focussed service. • Ability to work independently and as part of a multidisciplinary team. • Good at multi-tasking • Well organised and able to prioritise own workload. • Effective management skills • Good verbal and manual skills • Literate and numerate • Able to read and interpret a variety of handwriting • Able to communicate effectively • Able to use and maintain equipment • Able to prioritise tasks • Ability and enthusiasm to learn and use lung function and sleep applications • Ability to work effectively under time and workload pressures • Good team member 	Application form Interview

	<ul style="list-style-type: none"> • Ability to work independently for periods of time • Ability to follow written and verbal instructions 	
Other requirements	<ul style="list-style-type: none"> • Able to demonstrate that you are honest, reliable and trustworthy. • Be responsible for you and your patients' health and safety while working unsupervised. • Treat patients, visitors, colleagues with respect. • Ability to wear lead apron • Ability to travel between Trust sites. • Ability to be flexible to meet the needs of the team, the service and the Trust. • Good time management. 	Application Interview plus references

Values and Behaviours

Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Care	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you walk past is the standard you accept
Compassion	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
Communication	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
Humility	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Positivity	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
Insight	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
Initiative	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
Innovation	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo



Developed by staff through the Trust Wall and through conversation in Autumn 2013

Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
Commitment	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
Self-awareness	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
Open-mindedness	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
Courage	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Constructiveness	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
Selflessness	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
Collaboration	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
Integrity	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words

VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role /

band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

INCLUSION DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site:

<http://www.asph.nhs.uk/annual-equality-and-diversity-report>

MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for

maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.
(<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

WHISTLE-BLOWING (FREEDOM TO SPEAK UP)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at:
http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

SAFEGUARDING

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection and they must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trust's local and SSCB's Child Protection and Safeguarding procedures.

Information on Child Protection is available at:

http://www.ashfordstpeters.org.uk/attachments/1247_Child%20Protection%20Safeguarding%20Policy.pdf

and

<http://trustnet/docsdata/paed/index20.htm>

Information on the Abuse or Suspected Abuse of Vulnerable Adults is at:

http://www.ashfordstpeters.org.uk/attachments/723_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff required to have a DBS disclosure for their post will undergo a recheck every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

October 2018

