

JOB DESCRIPTION

JOB TITLE:	Safeguarding Children's Nurse	
DIVISION:	Women & Children	
SALARY BAND:	6	
RESPONSIBLE TO:	Specialist nurse for safeguarding children	
ACCOUNTABLE TO:	Named nurse safeguarding	
HOURS PER WEEK:	37.5	
MANAGES:	Directly:	
	Indirectly:	
<p>JOB SUMMARY:</p> <p>As part of the Every Child Matters agenda it is essential that we share information between health professionals and the multidisciplinary team regarding children who attend hospital. This is to ensure that children and young people have access to the Health services they require and to keep them safe. The post holder will work as part of the safeguarding team.</p> <p>The post holder would be responsible for developing and maintaining the professional liaison between hospital and the community staff regarding children (including the unborn) and families who access care from the Royal Free London NHS Foundation Trust. The main relationships would include health visitor, school nurse, looked after children's nurse, GP and social worker, and information would be shared in a safe and timely way.</p> <p>The post holder would take responsibility for the planning and delivery of the weekly A&E multi-disciplinary team meeting and will ensure that all documentation is complete and that outcomes are shared with the wider network.</p>		

The post holder will be based at the Royal Free Hospital site but will be required to support the liaison activity at other sites within the Trust at least once a week.

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **welcome** all of the time
- confident because we are clearly **communicating**
- **respected** and cared for
- **reassured** that they are always in safe hands

MAIN RESPONSIBILITIES

To maintain regular contact with the A&E department and to be responsible for the daily review of all paediatric A&E notes, identifying children and families of concern, and liaising with other professional as required to support staff so that they are aware of processes and pathways when concerns are identified.

To prepare for and attend the weekly A&E safeguarding meetings where identified cases will be discussed.

To maintain regular contact with and attend regular multidisciplinary team meetings on the paediatric wards, the neonatal unit and maternity unit and to share information with other agencies with due regard to confidentiality.

To facilitate liaison between children/families/carers, ensuring that direct contact is made with the child or young person's Health visitor, school nurse, General Practitioner or social worker.

To assist in the discharge planning of a child with complex health needs, liaising with the relevant professionals to ensure appropriate services are in place;

To make referrals into the relevant social services for children or young people where concerns are identified.

To ensure that you are up to date with current guidance and legislation relating to children and young people who access health services.

To act up for the specialist nurse for safeguarding children when required.

To cover cross site remotely across Barnet/Royal Free/Chase Farm sites when required.

To develop links with other safeguarding children nurses/paediatric liaison nurses/ health visitors in the local areas.

To attend the relevant safeguarding children/paediatric liaison networks;

To partake in safeguarding children supervision provided by the specialist nurse for safeguarding children and named nurse.

Due to role development, the requirements of this post may evolve.

RESPONSIBILITY FOR PATIENTS

To adhere to information sharing protocols and to ensure that all information shared is done so in a confidential and timely manner.

To apply principles of consent and capacity to information sharing and understanding of decision making.

To ensure that the safety of the child and family is paramount when identifying children and young people of concern;

To escalate any concerns to the relevant disciplines as indicated.

To work in conjunction with the specialist nurse for safeguarding children to contribute to the identification of children, young people or the unborn who are at risk from abuse.

To work within the local and national safeguarding children policies and procedures.

RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

To work in partnership with the specialist nurse for safeguarding children to improve the paediatric liaison service and to develop local policies and guidelines.

To collect, analyse and produce statistical data on a regular basis identifying trends in service.

To participate in research, audit and quality initiatives and implement change as appropriate.

To respond to action plans from serious incidents and serious case reviews to develop practice.

To Work with staff in the acute setting to improve collaborative working and to influence change.

To work with the multi-agency team to promote effective multi-agency working which facilitates consistent and comprehensive information sharing processes.

RESPONSIBILITY FOR TRAINING

To contribute to the paediatric liaison and safeguarding teaching programmes for staff of all disciplines.

To teach ward staff and A&E about paediatric liaison and ensure that they are knowledgeable and confident about who in the community to share information with.

To be involved in the teaching and mentoring of student nurses and to complete their formal assessments as required.

To be responsible for your own continuous professional development.

RESPONSIBILITY FOR INFORMATION RESOURCES

To demonstrate accurate computer skills with a working knowledge of word and outlook;

To use the IT systems both in the acute setting and in the community to gather and liaise information from one setting to the other;

To ensure that all records are accurate and updated regularly according to local and national guidelines;

To be able to use, maintain and develop databases to capture referral data and outcomes

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

To work in close collaboration with the Infection Control Team.

To ensure that monitoring of clinical practice is undertaken at the agreed frequency.

To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.

To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.

To ensure that all staff is released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.

Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the

Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).

To demonstrate an understanding of and adhere to the trust's child protection policies.

Smoke Free

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

