

## Job Description

<b>Job title:</b>	Specialist Safeguarding Practitioner
<b>Band:</b>	Band 7
<b>Locality:</b>	Nursing & Quality Directorate
<b>Service:</b>	Safeguarding
<b>Base:</b>	Daisyfield Mill, Blackburn
<b>AfC Ref:</b>	
<b>Hours of work:</b>	

### Reporting arrangements:

**Managerially accountable to:** Named Nurse Safeguarding Children and Adults

**Professionally accountable to:** Safeguarding services working with the Safeguarding Team across LSCFT

### **Job summary**

Working within a multi-professional / agency context the post-holder will provide expert advice on safeguarding issues, policies, procedures and clinical practice which will enable the Trust and its workforce to conform to mandatory and statutory frameworks pertaining to the Safeguarding Agenda.

The post holder will provide leadership, supervision, training and expert advice in the management of Safeguarding/MCA practice. A key component of the post will be to support the Safeguarding Leadership Team in the development of safeguarding activities. This will support LSCFT and its workforce to conform to the local, county and national frameworks and guidelines pertaining to the agenda. The post holder will be an experienced and highly skilled, specialist practitioner and must have extensive, recent experience in working directly with vulnerable children, adults and their families.

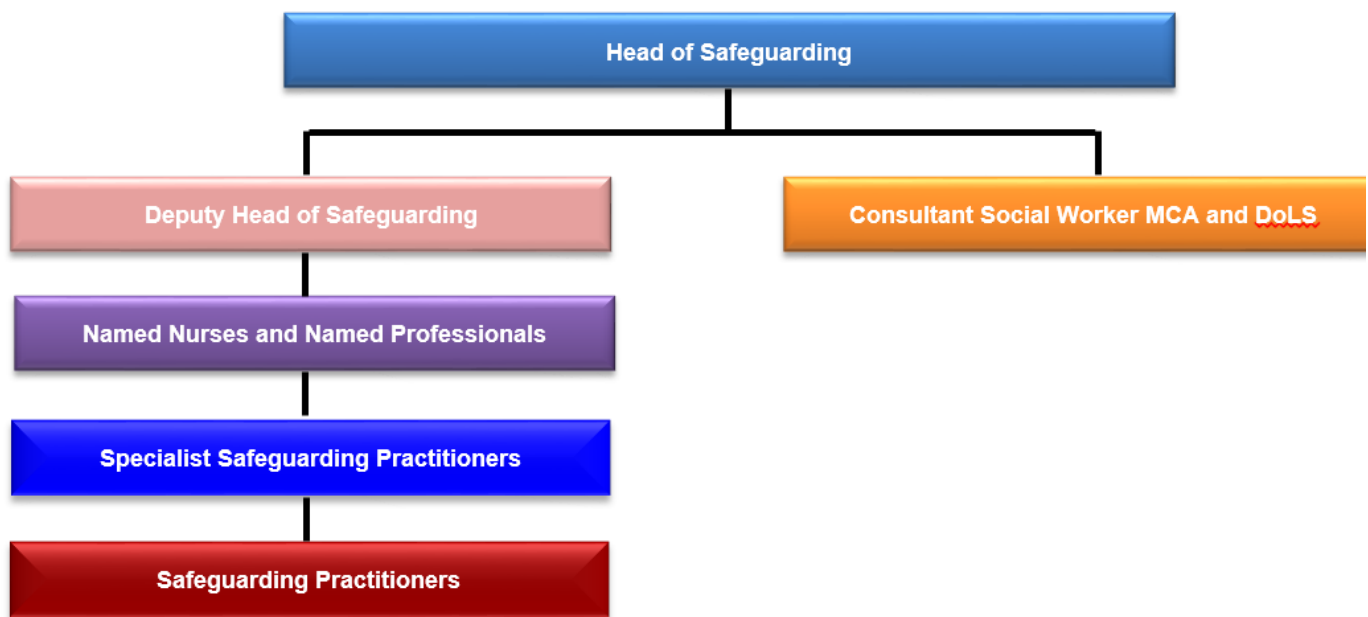
The post will be supported by the LSCFT safeguarding team within the Nursing & Quality Directorate and will work across all the LSCFT Directorates & Networks. The post holder will work in partnership with the Local Authority's safeguarding teams to support the development of positive partnerships to improve outcomes for vulnerable children and adults. The post holder will be required to participate and assist in the development of skills and competencies for the workforce.

### **Key relationships**

- LSCFT Safeguarding Team
- Safeguarding Champions

- Nursing & Quality Directorate
- LSCFT Networks including all staff
- Clinical Commissioning Groups
- Local Authority Safeguarding Teams
- Children Safeguarding Assurance Partnerships and Sub Groups
- Local Safeguarding Adult Boards and Sub Groups
- Public Protection Units

## Department chart



## Key responsibilities

### Communication and Relationship Skills

- To provide high quality advice, support and expertise to LSCFT staff to maintain and improve the quality of safeguarding/MCA practice.
- To work with the safeguarding team and localities / networks to review and update policies, procedures and guidance as required.
- Attendance and contribution to relevant meetings with the LSCFT, Social Care, CCG's and the Local Authority in relation to safeguarding children and adults as required.
- To contribute to the development of effective communication systems within LSCFT and other partner agencies.

- Contribute to the communication processes within LSCFT feeding into relevant staff meetings to ensure information that staff receive reflects local and national agendas.
- Assist the safeguarding leadership team in helping to facilitate and coordinate the provision of reports required and provide expert safeguarding advice to practitioners.
- Establish and maintain communication with multi agency groups and individuals working on complex and sensitive issues in a range of inter and multi-agency settings.
- Communicate and analyse information in potentially stressful situations providing advice on all levels within the Trust and on multi-agency/disciplinary basis.
- Line Management responsibilities, including, PDR, regular 1.1's, professional supervision and HR responsibilities (Safeguarding expertise).

### **Analytical and Judgmental Skills**

- To analyse and communicate sensitive and complex information in relation to the operational issues relating to the Safeguarding and MCA agenda within the organisation and to partner agencies as necessary.
- Provides, receives and analyses highly complex information relating to safeguarding and vulnerability on a local and national basis.
- Communicates and is able to constructively challenge and analyse complex situations, information and events within a variety of professional inter and multi-agency settings.

### **Planning and Organisational Skills**

- Plan and prioritise own project/workload and that of others where necessary.

### **Patient/Client Care**

- To support the 'Making Safeguarding Personal' agenda, this should include consultation to gain the perspective of service users in respect of service developments and provision.
- To work in partnership with LSCFT's safeguarding team, local authorities and CCG's to facilitate a positive change in culture and approach in respect of the implementation of the Safeguarding/MCA agenda / practice.

### **Responsibilities for Policy and Service Development**

- To contribute to; and facilitate LSCFT's safeguarding training programme.
- To contribute to designing and delivering training to all levels of staff, including mandatory training and induction in respect of safeguarding/MCA.
- Advise managers of identified training needs for staff.
- Be involved in and facilitate training events.
- Assume responsibility for the maintenance of own professional knowledge and utilise a reflective and analytical approach to practice, in relation to safeguarding/MCA.
- Participate in the development of the LSCFT's competency framework process to identify training and developmental needs within the workforce.
- To contribute to governance arrangements within LSCFT.
- Contribute to the development of health service specifications and standards for safeguarding.
- Proposes, manages, evaluates and implements new service developments/projects, in conjunction with the safeguarding leadership team.

### **Responsibilities for Finance**

- To contribute to any income generation projects within the Safeguarding Team.
- To contribute to any cost reduction initiatives implemented within the Safeguarding Team.

### **Responsibility for Human Resources**

- To advise the Head of Safeguarding of any LADO / PiPOT cases
- To adhere to any relevant HR policies and procedures.

### **Responsibility for Information Resources**

- To maintain up to date records and electronic diaries in accordance with LSCFT policies and procedures.

- To maintain and contribute to the design and development of a data set that will collect and record information as appropriate for the purpose of statistical data collection.
- To facilitate and maintain accurate records in respect of safeguarding / MCA supervision.
- Assist the Safeguarding Team in providing expert health advice in relation to multi-agency information sharing systems.

### **Research and Development**

- To identify and participate in any opportunities for research and development within the safeguarding / MCA agenda.
- Disseminate current relevant research literature and apply to clinical practice as appropriate.

### **Freedom to Act**

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

## Person Specification

Description	Essential	Desirable	Assessment
Education / Qualifications	<ul style="list-style-type: none"> <li>Current NMC Registration</li> <li>1<sup>st</sup> Level degree or similar</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Expert written and verbal communication skills</li> <li>Leadership skills</li> <li>Intermediate IT skills</li> <li>Individual and team worker</li> <li>Multi-agency worker and ability to work co-operatively and manage conflict within the multi-agency systems</li> <li>Demonstrates an awareness of the complex issues when working across organisations and disciplines and understands key elements of change management</li> <li>Intermediate knowledge of national policy/research and legislation relating to the safeguarding/MCA/DoLS/LPS agenda</li> <li>Up-to-date knowledge of the safeguarding/MCA/DoLS/LPs agenda</li> <li>Analytical and reflective practitioner</li> <li>Evidence of continued professional development</li> <li>Ability to meet deadlines</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>2 years post qualifying work experience</li> <li>Clinical experience relating to safeguarding/MCA</li> <li>Experience of supervision as a supervisor</li> <li>Experience of strategy, guidelines, policy development</li> <li>Ability to prioritise and manage own workload</li> <li>Governance involvement and experience of developing and using audit tools</li> <li>Partnership work with vulnerable children, adults and their families</li> </ul>	<ul style="list-style-type: none"> <li>Design, facilitation and evaluation of training programmes</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

Description	Essential	Desirable	Assessment
	<ul style="list-style-type: none"> <li>• Experience of policy and procedure development</li> <li>• Experience of working with families where there are a range of complex issues which impact on parenting</li> <li>• Experience of representing safeguarding at meetings</li> <li>• Experience of undertaking audit evaluation of practice</li> <li>• Experience of strategy, guidelines, policy development</li> <li>• Ability to prioritise and manage own workload</li> <li>• Governance involvement and experience of developing and using audit tools</li> <li>• Partnership work with vulnerable children, adults and their families</li> <li>• Experience of policy and protocol development</li> </ul>		
Skills and Abilities	<ul style="list-style-type: none"> <li>• Client centred approach</li> <li>• Prioritise, plan and evaluate own and others' workload</li> <li>• Highly motivated and enthusiastic</li> <li>• Positive attitude to integrated services</li> <li>• Adaptable, flexible and approachable</li> <li>• Ability to think widely and analyse problems and develop solutions</li> <li>• Support and challenge traditional views and work practices in a credible, non-threatening way</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ability to work in an Equal Opportunity Environment</li> <li>• Reliability</li> <li>• Car owner and driver with confidence to drive throughout the Lancashire footprint.</li> <li>• Flexible working to meet the needs of the service</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

### Effort factors

Physical effort What physical effort is required for the job?	How often?	For how long?	What weight is involved?	Any mechanical aids?

Is the job holder expected to sit or	How often?	For how long?	What activity is involved?
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stand in a restricted position?			

<b>Mental effort</b> Are there any duties requiring particular concentration? Please detail.	How often?	For how long?
Are there any duties of an unpredictable nature? Please detail.	How often?	For how long?

<b>Emotional effort</b> Does the job involve dealing with any distressing or emotional circumstances? Please detail.	Direct / Indirect exposure	How often?
<b>Working conditions</b> Does the job involve exposure to unpleasant working conditions? Please detail.	How often?	

## Our values and behaviours

The values and behaviours represent what we, as an organisation and the individuals who make up that organisation, are about. It is our aim that everything we do fits in with and reinforces, these values:

Values	Behaviors we expect
<b>We are always learning</b>	<ul style="list-style-type: none"> <li>✓ We pro-actively seek out opportunities to learn and support the learning of others</li> <li>✓ We prioritise quality and safety and are open and flexible to change and improvement</li> <li>✓ We value appraisals, supervision and learning opportunities</li> </ul>



	✓ We speak up if we are concerned about safety and focus on opportunities to improve
<b>We are respectful</b>	<ul style="list-style-type: none"> <li>✓ We are open and honest, trying our best to ensure people receive information in ways they can understand</li> <li>✓ We seek, value and learn from diverse perspectives, views and experiences</li> <li>✓ We put service users and carers at the heart of everything we do</li> <li>✓ We take pride in our work and understand we are responsible for our actions</li> </ul>
<b>We are kind</b>	<ul style="list-style-type: none"> <li>✓ We are approachable and show compassion</li> <li>✓ We actively listen to what people need and pro-actively offer our support</li> <li>✓ We care for our own wellbeing and the wellbeing of others</li> <li>✓ We celebrate success and provide feedback that is authentic and compassionate</li> </ul>
<b>We are a team</b>	<ul style="list-style-type: none"> <li>✓ We take personal and team accountability to deliver the highest standards of care</li> <li>✓ We work in active partnership with service users and carers</li> <li>✓ We actively build trusting relationships and help others feel joy and pride in work</li> <li>✓ We work well with colleagues across LSCft and in our partner organisations to enable patient centred, joined up care</li> </ul>

### **Special conditions:**

As a member of staff you have:

- Legal duties and responsibilities under health and safety legislation, plus a general duty to work safely and not to put others at risk, including colleagues, service users and visitors, as a result of any activity or omission at work.
- A duty to report any practice that you consider compromises standards of risk and health and safety. The Whistle-Blowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire and South Cumbria NHS Foundation Trust staff employed within all environments that have contact with service users, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

As a member of staff you must:

- All Lancashire and South Cumbria NHS Foundation Trust staff employed within clinical environments have contact with children, vulnerable adults, service users and their families must familiarise themselves and be aware of their responsibilities and adhere to the local safeguarding

children's board, local safeguarding adult board and Lancashire and South Cumbria NHS Foundation Trust procedures for safeguarding and protecting children.

- The Trust places great emphasis on the need for the strictest confidentiality in respect of personal data; both that of service users and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to disciplinary action being taken.
- The Trust views its responsibility under the Data Protection Act and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint

themselves with the principles of information governance and to complete the mandated training modules which have been agreed.

- The Trust places great importance on sustainable development, reducing its carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.
- All staff and contractors must follow Trust policies and procedures relating to infection prevention and control (IPC) including the Dress Code Policy. All staff have a duty of care in following best practice which is fundamental to IPC, which includes maintaining a clean and safe environment at all times. It is an expectation that Trust staff at all levels make IPC a priority as they perform their roles.

Promoting equality and reducing inequalities:

- You should understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- You should create an inclusive working environment which values a variety of ideas, experiences and practice, where differences are respected and celebrated for the benefit of ourselves, the Trust and the communities we serve.
- You should uphold the Trust's commitment to health and wellbeing.



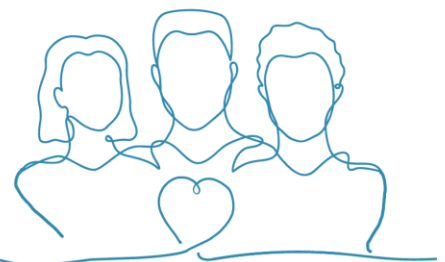
**We are  
Kind**



**We are  
Respectful**



**We are  
Always  
Learning**



**We are a  
Team**