

## Job Description

<b>Job Title</b>	Safeguarding Adults and Children Advisor
<b>Post ref no.</b>	
<b>Band</b>	6 -Subject to Agenda for Change.
<b>Service area</b>	Safeguarding – Specialist Services
<b>Location/Base</b>	New Mill, Saltaire, Bradford.
<b>Accountable to</b>	Head of Safeguarding

### 1. Job Purpose:

The current worker profile is that of 'mobile worker' Mobile workers have a job role that requires them to mix their place of work, this may be working from home and from a Trust base.

The successful candidate will join a well-established safeguarding team within BDCFT and as such will play an important part in ensuring BDCFT staff are supported to fulfil their safeguarding adult and child duties.

The post holder will have a specific focus on the multi-agency forums for information sharing and action planning and support the process of MARAC.

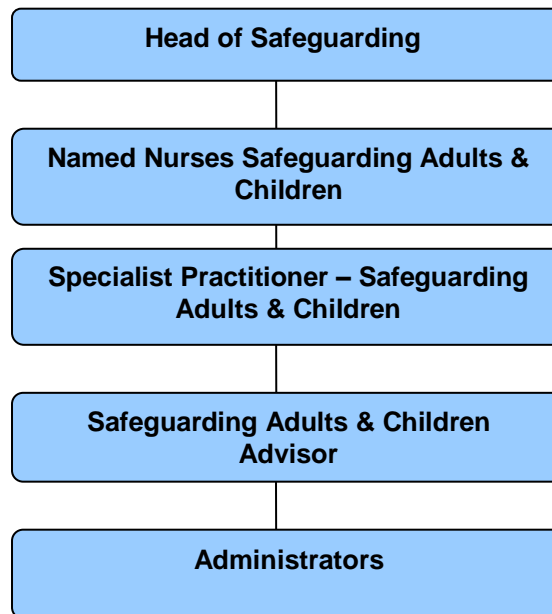
The post holder will assist the Head of Safeguarding and Named Nurses and Specialist Health Practitioners to ensure that specialist advice and support is available to all staff across Bradford District Care NHS Foundation Trust (BDCFT) matters relating to Safeguarding Children or Adults.

The post holder will be part of a team that is responsible for monitoring and developing effective professional practice in Safeguarding Children and Adults through advice, support and training, of BDCFT staff.

The post holder will work with BDCFT staff across all disciplines and services on all aspects of Safeguarding Children and Adults and will be expected to display high personal levels of competence, judgment, integrity, and personal accountability.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. The post holder is expected to undertake any other duties commensurate with the post holders' grade as agreed with their line manager.

### 2. Organisational Chart



### **3. Main duties:**

- To provide support and guidance in relation to multi agency forums requiring BDCFT contributions and action planning - MARAC and domestic abuse.
- Be fully engaging in multi-agency working.
- Being a specialist in supporting the identification of safeguarding risk to children and adults, advising on such, and escalating when necessary
- Contribute to and support the facilitation of safeguarding adults and children training.

These main duties are:

- To ensure that BDSCP, BSAB and BDCFT Safeguarding Children and Adults Policies and Procedures are followed by all staff.
- To incorporate relevant research into practice and participate in research-based practice.
- To continually improve and develop the service in the context of multi-agency partnerships, to utilise benchmarking, and the clinical governance framework to establish a streamlined service.
- To maintain a supportive environment to BDCFT staff especially in the context of contentious, distressing and highly emotive cases involving both children and adults.
- To be aware of developing and changing services within BDCFT and to consider how the Safeguarding Team may need to adapt to meet new patterns of working because of organisational change.
- Contribute to and support adult and child training where possible and dependent on demands on the service.
- To maintain effective liaison and promote communication with other agencies involved in providing safeguarding adult and children services.

- To promote, monitor and maintain a high standard of adult and child safeguarding record keeping via the use of SBAR process on SystemOne.
- To provide support and guidance in relation to MARAC and domestic abuse to all staff groups and to attend MARAC on behalf of BDCFT.
- Immediately report to /Head of Safeguarding/Named Nurse/Line Manager when issues require escalation or where the case is likely to become subject to press or public interest.
- Seek advice, support and informs the Named Nurse when poor practice has been identified or where standards cannot be maintained.

#### **4. Working as part of a Team**

- To work closely with the Head of Safeguarding, Named Nurses, and Specialist Safeguarding Practitioners on identified and agreed work streams and ensure timely completion for the service.
- To support the development of and encourage appropriate levels of multi-agency and multidisciplinary communication and collaboration both within and external to the Trust.
- To contribute to existing systems for monitoring safeguarding activity and practice within the Trust and across multi-agency partnerships.
- To be a team player demonstrating care and support towards other colleagues.
- To contribute to creating a “safe” team environment and support resilience within the team.

#### **5. Managing Self**

- Effectively facilitate own workload, whilst supporting the functions of the BDCFT Safeguarding Team
- Participate in regular clinical / safeguarding supervision.
- Attend all mandatory training.
- Participate annually identifying, developing and agreeing your own development plan with your line manager using the Trust Appraisal process.
- Comply with all Trust policies, procedures and protocols.
- Pay regard to materials and equipment.
- Carry out duties with due regard to the Trust’s Equal Opportunity Policy.
- Seek advice and support from your line manager whenever necessary.
- Seek advice and support from a Band 7 Specialist Safeguarding Practitioner / Line Manager/Named Nurse whenever necessary.
- Be open and honest about difficulties and risks, working to address these in a timely manner

#### **6. Staff Supervision and Support**

- Provide support to your direct reports and team members around their personal health and wellbeing.

#### **7. Financial Responsibility**

None

## **8. Safeguarding**

All staff members have a duty to report any concerns they have about the safety or well being of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

## **9. Core Values:**

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is:

Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

### **Our Purpose**

To create connected communities and help people to feel as healthy as they can be at every point in their lives

### **Our Vision**

To connect people to the best quality care, when and where they need it and be a national role model as an employer

### **Our Values**

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

### **Our Goals**

#### **Our services**

- To provide seamless access to the best care
- To provide excellent quality services

#### **Our community**

- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

## **Core Statements:**

### **1. Infection Control - All clinical and non-clinical staff groups**

Responsible for, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with your manager.
- Attend infection prevention and control mandatory training as dictated by your manager.
- Be appraised in relation to infection prevention and control.

## **2. Risk Management**

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

## **3. Health and Safety**

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

## **4. Patient care**

Bradford District Care NHS Foundation Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

## **5. Information Management**

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

Bradford District Care Foundation Trust is dedicated to environmental and social sustainability by delivering on the commitments within our Green Plan. All staff are actively encouraged and supported to participate in training and to identify and implement sustainable quality improvement across all service areas and activities

### **Version Control:**

<b>Change details</b>	<b>By whom</b>	<b>Date requested</b>	<b>Approved by</b>	<b>Agreed date</b>

<b>Job title: - Safeguarding Adults &amp; Children Advisor</b>			
<b>Post ref:</b>			
<b>Band: 6 Subject to Agenda For Change</b>			
<b>Service area: Safeguarding Specialist Services.</b>			
<b>Location/base: New Mill, Saltaire, Bradford. It is anticipated that the worker profile is that of ‘mobile worker’ Mobile workers have a job role that requires them to mix their place of work, this may be working from home and from a Trust base.</b>			
<p><b>Job Purpose: The successful candidate will join a well-established safeguarding team within BDCFT and as such will play an important part in ensuring BDCFT staff are supported to fulfil their safeguarding adult and child duties.</b></p> <p>The post holder will have a specific focus on the multi-agency forums for information sharing and action planning and support the process of MARAC.</p> <p>The post holder will assist the Head of Safeguarding and Named Nurses and Specialist Health Practitioners to ensure that specialist advice and support is available to all staff across Bradford District Care NHS Foundation Trust (BDCFT) matters relating to Safeguarding Children or Adults.</p> <p>The post holder will be part of a team that is responsible for monitoring and developing effective professional practice in Safeguarding Children and Adults through advice, support and training, of BDCFT staff.</p> <p>The post holder will work with BDCFT staff across all disciplines and services on all aspects of Safeguarding Children and Adults and will be expected to display high personal levels of competence, judgment, integrity, and personal accountability.</p>			
<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>	<b>How Identified</b>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Registered Nurse Mental Health</li> <li>Registered Nurse Learning Disabilities</li> <li>Registered Nurse Child</li> </ul>	<ul style="list-style-type: none"> <li>Teaching qualification</li> </ul>	Application Form Certificates

	<ul style="list-style-type: none"> <li>Registered General Nurse</li> <li>Specialist Community Public Health Nurse (SCPHN) Health Visitor or School Nurse</li> </ul>		
TRAINING	<ul style="list-style-type: none"> <li>Evidence of continued professional development.</li> <li>Qualifications/courses relevant to safeguarding.</li> </ul>	Study at degree level.	Application Form Interview
EXPERIENCE	<ul style="list-style-type: none"> <li>Evidence of post qualifying experience of adult and/or child safeguarding as a caseload holder.</li> <li>Evidence of adult protection and/or child protection work.</li> <li>Ability to demonstrate competence at working at a senior nursing level.</li> <li>Experience of multi-agency and multi-disciplinary working.</li> <li>Experience of working with Domestic Abuse cases.</li> <li>Experience of working in a “think family” approach.</li> <li>Experience of reporting and escalating concerns approach.</li> </ul>	Experience of developing, facilitating, and evaluating training.	Application Form Interview
KNOWLEDGE	<ul style="list-style-type: none"> <li>Knowledge of the MARAC Process</li> <li>Knowledge of PREVENT.</li> <li>An understanding of exploitation.</li> </ul>		Application Form Interview Presentation

	<ul style="list-style-type: none"> <li>• Knowledge of Mental Capacity Act/Deprivation of Liberty and Best Interests.</li> <li>• Knowledge of current local &amp; national policy regarding safeguarding children and adults.</li> <li>• Knowledge of legal framework of safeguarding children and adults at risk.</li> <li>• Awareness of political and policy changes effecting children and adults.</li> </ul>		
SKILLS	<ul style="list-style-type: none"> <li>• Flexibility and ability to self-manage.</li> <li>• Ability to work in a pressurised environment and prioritise needs and work to deadlines.</li> <li>• Commitment to team working.</li> <li>• Ability to facilitate reflection, learning and critical evaluation.</li> <li>• Ability to facilitate and impart complex and difficult information and to analyse complex situations.</li> <li>• Ability to make judgements from complex information and give appropriate advice.</li> <li>• Ability to challenge decisions where necessary and articulate rationale effectively.</li> </ul>		Application form Interview Presentation



	<ul style="list-style-type: none"> <li>• Ability to provide, receive and present information in a clear and understandable format.</li> <li>• Ability to contribute a health perspective to multiagency meetings.</li> <li>• Ability to record health information appropriately in line with NMC guidelines, policies, and governance arrangements.</li> </ul>		
ATTITUDE/APPROACH	<ul style="list-style-type: none"> <li>• Good communicator.</li> <li>• Flexible team worker.</li> <li>• Ability to remain professional in highly distressing circumstances.</li> <li>• Ability to change direction and tasks when required.</li> <li>• Positive attitude to dealing with change.</li> <li>• Able to recognise the need for and seek personal support/professional supervision.</li> <li>• Motivated and enthusiastic.</li> </ul>		Application form Interview
PHYSICAL	Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary)		Occupational Health Screening
GENERAL	<b>BDCFT requires all its staff and prospective employees to carry out your duties in line with Trust Equality</b>		Application Form Interview

	<b>policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.</b>		
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