



Job Description

Position/Title:	Safeguarding Lead
Band:	8A (Indicative)
Directorate/Department:	Clinical
Location:	Lewes Regional Office
Accountable To:	TBC
Responsible For:	Safeguarding Support Officer & Safeguarding Co-ordinators
General Summary:	<ul style="list-style-type: none">• To lead the development and delivery of safeguarding strategy and action plans for adults and children and subsequent changes to policy and procedures within SECamb.• The post holder will work as part of the Clinical Directorate team, and in close partnership with colleagues in other Directorates, to ensure that the Trust continually improves and demonstrates quality and safety of care by developing systems that are evidence based and grounded in best practice.• The post requires close working relationship with Operational Unit management teams to develop specific models of practice and monitoring methods and the post holder will contribute to systems that underpin an effective integrated governance system at a corporate and local level.• Ensuring that Safeguarding information from the Directorate is cascaded and shared to inform learning and best practise.
Core Responsibilities: Safeguarding	<ul style="list-style-type: none">• To lead the safeguarding assurance and quality governance processes interpreting national policy and statutory requirements to ensure compliance and best practice is achieved.• To lead, manage and supervise the safeguarding team on a day to day basis.• To be the point of contact for safeguarding with the commissioning body and the designated nurses for children and adults and to represent the Trust externally on matters of safeguarding.

Core Responsibilities: Safeguarding	<ul style="list-style-type: none"> • Develop and monitor safeguarding best practice throughout the Trust • To provide specialist safeguarding and quality governance advice to managers • Ensuring that Safeguarding information from the Directorate is cascaded and shared to inform learning and best practise. • On behalf of the Director/Associate Director responsible for safeguarding lead, produce and drive the implementation of safeguarding adults and children strategy, and implementation plan. • Develop and manage the annual safeguarding workplan, including policy and procedure ownership and monitoring compliance • Lead the production and development of the Trusts safeguarding training plan to ensure that the Trust meets all regulatory and statutory responsibilities, with oversight of implementation. • Develop and maintain the safeguarding performance monitoring and reporting framework including producing reports for the Trusts management and assurance committees. • Provide day to day leadership, supervision and management of the safeguarding team including the quality assurance of all internal and external reporting, and the completion of PADRs and sickness management • Implement a programme of audit for safeguarding processes and practice. • Monitoring safeguarding risks and appropriate escalation to the Trust risk register. • Provide expert advice to the Trust on safeguarding adults and children, ensure the Trust meets all the mandatory and statutory compliance requirements • Lead the delivery of actions plans associated with serious case reviews (SCR) monitoring progress and putting actions in place to mitigate against risks should they arise. • Production of Trust board reports and the annual safeguarding report. • Represent the Trust at external safeguarding meetings (Local Safeguarding Children Boards, Local Safeguarding Adult Boards and associated sub-groups) on behalf of the Director/Associate Director responsible for safeguarding. • Lead on the development, review and update of policies and procedures within the Department and advise on and support others on the interpretation through effective communication. • Engage with lead commissioners and provide evidence to assure the commissioning of effective and appropriate safeguarding policy and practice • Produce corporate communications as required on safeguarding issues. • Contribute to the national ambulance safeguarding network
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Quality Governance	<ul style="list-style-type: none"> • To lead on a range of activities to support the quality governance agenda, specifically in relation to implementation of learning from national reports and enquiries. • Demonstrate and maintain high level of knowledge on national publications, guidance and policy in relation specifically to the CQC standards for registration and the quality agenda • Actively contribute to the reduction of clinical risk to patients from the Trust activities through supporting complaints resolution and ensuring the Trust learns lessons from the experience • Support the Serious Incident processes and practice by contributing to investigations as required • Contribute and provide expert advice to the Trust's business and training plans. • Development of effective governance systems including the development and management of effective monitoring and reporting processes for quality. • Production of high standard reports for the Trust Board, sub committees of the Board, CQC and commissioners as required. • Lead the communication to support the increase in awareness for safeguarding within the quality governance agenda
Management and Leadership	<ul style="list-style-type: none"> • Work effectively as part of the Clinical directorate and other teams, and work in partnership to achieve corporate objectives and key performance indicators • Contribute to the development of staff support mechanisms in relation to safeguarding, and also for the Directorate • Provide line management for the Safeguarding team and provide a key contribution with the Head of Safety to the effective management of the wider Quality & Risk team resource. • Participate in Safeguarding Boards' activities, which will include sitting on subcommittees as appropriate. • Liaise with other health care providers, social care departments and commissioners • Liaise with and provide specialist advice to other agencies as required including Police, Social Care and other agencies on health matters. • Development and monitoring, in conjunction with colleagues within Directorate, of work-plan and effective management of the work-plan • Deputise for the Associate Director of Quality & Nursing as required on quality related issues.

Key relationships:	<p><u>Internal</u></p> <ul style="list-style-type: none"> • Executive Director – Chief Clinical Officer • Head of Clinical Governance and Standards • Safeguarding team and wider Directorate • Head of Risk and Safety • Executive Medical Director <ul style="list-style-type: none"> • Locality/Operational Unit management teams for A&E, PTS, EOC, 111 • Human Resources • Learning & Development • Operational Staff <p><u>External</u></p> <ul style="list-style-type: none"> • CCG safeguarding designated nurses • Local Safeguarding Children Boards and sub groups • Local Safeguarding Adult Boards and sub groups • NHS Trusts, health providers and other agencies including police and local authorities
Additional	<ul style="list-style-type: none"> • This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post-holder • Because of the nature of the work, this post is exempt from the provision (42) of the rehabilitation of offenders act 1974 (Exemptions) order 1975. The post holder will therefore be required to apply for an enhanced DBS Disclosure
Confidentiality / Data Protection / Freedom of Information	<ul style="list-style-type: none"> • Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff regardless of the media on which information is held. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 and Common Law Duty of Confidentiality also renders an individual liable for prosecution in the event of unauthorised disclosure of information. • Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure. • In addition managers have specific responsibilities to ensure that their staff maintain the confidentiality and security of all information that is dealt with in the course of performing their duties in accordance with the requirements of the Data Protection Act 1998, Common Law Duty of Confidentiality and the principles of Caldicott. Managers should also ensure that their staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation and how that might impact in carrying out their role.

Equal Opportunities	<ul style="list-style-type: none"> The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups. Individuals (including volunteers, contractors and temporary workers) must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws. Similarly all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.
Health and Safety	<ul style="list-style-type: none"> All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees. All staff have a duty to protect their own health and safety and that of others persons who may be affected by their acts or omissions. In addition managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation.
Infection Prevention and Control	<ul style="list-style-type: none"> All individuals have a personal obligation to adhere to current guidance on methods to reduce healthcare-associated infections (HCAIs). Post holders must be familiar with the Trust's Infection Prevention and Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. They must undertake mandatory training in Infection Prevention and Control and be compliant with all measures required by the Trust to reduce HCAIs.
Risk Management	<ul style="list-style-type: none"> All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory. All staff are responsible for undertaking scene specific or activity specific risk assessments for non SECAMB premises and reporting identified problems to their line manager for consideration and resolution.
Safeguarding Children and Vulnerable Adults	<ul style="list-style-type: none"> Post holders have a responsibility for safeguarding children or vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.
Personal Development	<ul style="list-style-type: none"> The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards for the post. As part of the appraisal process employees have joint responsibility with their line manager to

	identify any learning and development needs in order to meet the agreed performance standards.
Code of Conduct	<ul style="list-style-type: none"> • All individuals are expected to act in accordance with the Trust's code of conduct and values and if applicable, the code of conduct for their appropriate professional body. In addition, managers should act in accordance with the principles of the NHS Code of Conduct for Managers in undertaking all aspects of their role.
Smoke Free Policy	<ul style="list-style-type: none"> • The Trust operates a Non Smoking Policy which limits smoking in the workplace. Employees are required to observe the rules laid down in the policy and failure to do so may result in disciplinary action being taken.
Policies and Procedures	<ul style="list-style-type: none"> • Individuals are also required to comply with the policies, procedures and protocols in place within the Trust. These are available on the Trust intranet.