

## Job Description

<b>Job Title</b>	Designated Nurse Safeguarding Children
<b>Band</b>	8b
<b>Team</b>	Chief Nursing and Therapies Officer
<b>Responsible for</b>	Deputy Designated Nurse for Safeguarding Children / Nurse Practitioners for CDOP
<b>Accountable to</b>	Associate Director Safeguarding

### Job Summary

The Designated Nurse - Safeguarding Children is responsible for taking the lead for safeguarding children and the promotion of their welfare within either the South/North Staffordshire area (depending on role location). The Designated Nurse will provide strategic leadership and act as a source of expertise for the ICB. The responsibilities include working with the local authority on their statutory and legislative duties for safeguarding children as stipulated in current and future primary legislation, government strategy and national, regional and local guidance.

Although accountable to the Associate Director Safeguarding, the post holder will also be accountable for any additional delegated authority as agreed or requested by ICB.

### Key Responsibilities

- Be accountable as the ICB Designated Nurse for Safeguarding Children, as set out in Working Together to Safeguard Children 2015 and Promoting the Health and Wellbeing of Looked After Children 2015. The post holder will have a primary responsibility to take on a safeguarding leadership role across the ICB ensuring a visible presence in the ICB on a regular basis. The post holder will also provide support to peer Designated Nurses when required.
- Although accountable to the Associate Director Safeguarding, the post holder will also be accountable for any additional delegated authority as agreed or requested by ICB Accountable Officers and Governing Bodies.
- Provide strategic, professional leadership and specialist advice and support on the safeguarding of children and promoting the health of looked after children to governing body and designated and named professionals.
- Be responsible for ensuring that comprehensive and robust arrangements are in place in all commissioned services, including primary, community and independent care in order for them to fulfil their responsibilities to safeguard children and to improve the health of looked after children.
- Provide a framework for commissioning high quality evidence-based safeguarding and looked after children services and be a source of expertise across sectors on all matters regarding planning, strategy and identifying any gaps in service provision with regards to the safety of vulnerable children, domestic abuse, child death and looked after children.
- Ensure that safeguarding children and young people is central to service planning and delivery across the health economy.
- Be a source of expert professional advice to Staffordshire Safeguarding Children Boards (SSCB), and other local, sub-regional and regional strategic multi-agency partnerships such as those for domestic abuse, the Multi Agency Safeguarding Hub (MASH), the Child Death Overview Panel (CDOP) Executives, Performance, Serious Case Review (SCR) and the Child Sexual Abuse Forum (CSAF). (This list is not exhaustive and will be subject to change).

- Responsible for the development and implementation of ICB safeguarding vision and strategic plans that enables them to fulfil their statutory duties in relation to safeguarding children and ensuring the health needs of looked after children are met.
- Facilitate the commissioning of high-quality safeguarding services for vulnerable and looked after children that meets all national legislation, local policy and guidance.
- Ensure there are processes for effective and timely communication and information sharing, both internally and externally, which compliment multidisciplinary/interagency working.
- Provide leadership, advice and support for the development of robust training strategies and delivery programmes, to meet all safeguarding children educational/training requirements for health professionals, across all sectors.
- Quality assures providers on their safeguarding and looked after children arrangements, reporting through the clinical quality review process and ICB reporting arrangements.
- Actively contribute to the work of SSCB (as a standing officer of the Board), and SSCB sub-groups in order to challenge, influence and advise on all aspects of strategic development for the promotion of vulnerable children's welfare and their protection.
- Ensure that the ICB meet their responsibilities within the Multi-Agency Public Protection Arrangements (MAPPA) by providing specialist strategic advice to the strategic management board.
- Provide expert advice to the multi-agency strategic domestic abuse partnerships in relation to safeguarding children and dealing with highly complex and sensitive concerns.
- To fulfil the role of Senior Manager within the SSCB allegations against staff procedures to ensure that ICBs fulfil their role in managing allegations and liaise with NHS England in relation to Primary Care and other independent contractors.
- To provide clinical leadership and advice in the management of highly complex and sensitive safeguarding cases involving children across the health economy.
- Responsible for the development and delivery of the ICB operating frameworks, in relation to safeguarding and looked after children who integrate the requirements of legislation, government guidance, research and evidence-based practice to secure the best outcomes for children and young people.
- To lead the health service contribution to the inter-agency planning process for children and young people in need of protection by contributing to and influencing SSCB Business Plans, MAPPA Strategic Management Board Business Plan and Strategic Plans for Domestic Abuse services.
- To foster good working relationships and communication with designated and named professionals in other health organisations locally and regionally to ensure consistent and co-ordinated processes are embedded for safeguarding and looked after children.
- To ensure appropriate mechanisms are in place which will promote and sustain effective working relationships between Public Health, staff in primary and secondary care and partner organisations in the strategic development of safeguarding practice.
- To contribute to and influence the development of new local and national developments to shape the provision of providing services to children and families.
- Attend child protection, child death, domestic homicide reviews (only where children are involved) and Local Authority Designated Officer (LADO - Allegations against staff) strategy meetings in response to serious complex concerns and allegations in order to provide expert advice.

- Provide expert advice, guidance and support for the named professionals and safeguarding leads to ensure that they meet the requirements of their respective ICB in relation to safeguarding and looked after children.
- Work with Named Professionals to ensure there are mechanisms for the supervision, support development and training of all health staff who are involved in providing services to children and families.
- Provide safeguarding children supervision for named safeguarding and looked after children professionals to ensure service joint working and liaison in safeguarding matters.
- To notify the ICB Director of Nursing and NHS England regarding serious incidents and high-risk cases including serious case reviews (SCR), and domestic homicide reviews involving children (DHR).
- To have strategic responsibility for analysing and disseminating complex and sensitive information relating to Serious Case Review (SCR) of children and young people, and Domestic Homicide Review (DHR).
- To attend SCR/DHR (DHR where children are involved) Panel meetings in order to critically analyse and challenge, where necessary the findings of the reviews.
- To provide the ICB with an overview of health service involvement with children and their families which meet the criteria for a SCR/DHR in relation to recommendations for health services.
- To take a strategic lead in monitoring the implementation of SCR/DHR recommendations by working closely with the ICB Associate Director Safeguarding and Provider Safeguarding Leads.
- To provide the ICB with an overview of the themes and recommendations for health emerging from national and regional SCRs and other significant relevant publications, benchmarking the position of Staffordshire and Stoke on Trent in relation to the lessons to be learnt and recommending actions to be taken.
- To have the strategic lead for developing good working relationships with other agencies, including Social Care and the Police Service in relation to safeguarding and looked after children issues, in order to manage any identified risks or needs.
- Compilation and interpretation of key data for inclusion in Quality Committees and the annual safeguarding and looked after children report.
- Identification of key trends or developments in practice relating to the safeguarding and looked after children agenda, highlighting where further research and audit are needed.
- Work closely with the safeguarding adult's team in the management of safeguarding adult concerns particularly where children are involved.
- To take the strategic lead for ensuring that there are robust arrangements in place across all commissioned and provider services for an efficient and timely response to any CQC and Ofsted Joint inspections.
- To lead the monitoring of the implementation of any action plans arising from inspections relevant to safeguarding children.
- To take a strategic lead in developing, influencing, delivering and monitoring the SSCB's Performance management frameworks.
- To provide the ICB with expert advice in the commissioning of high-quality safeguarding and looked after children services and ensure that safeguarding is embedded into commissioning and performance management across the health economy by:
  - Provision of clinical advice in respect of complex individual cases and be a source of expert knowledge on all aspects of practice in relation to safeguarding.

- Advising and ensure that there is input of safeguarding expertise in the development of service specifications, contract performance measures and service level agreements with provider organisations, and in the review of their on-going performance.
- To take a lead role in supporting the ICB in the writing of service specifications, service level agreements as required but particularly where relevant to safeguarding children.
- Contribute to the process for contract renewal and procurement advice on the quality and compliance of provider safeguarding and looked after children policies, analysing performance information and raising any concerns for further exception reporting at clinical quality review group and/or contract monitoring meetings as appropriate.
- Provision of expert advice to ICB executives and governing body members on specific complex cases in relation to safeguarding or looked after children.
- Being a source of expertise for all staff within the health service and the multi-agency network in relation to the safeguarding of vulnerable children.
- Develop communication links with public health services in order to identify and influence the public health strategy on safeguarding.
- Support ICB commissioner assurance visits and clinical quality assurance mechanisms to ensure that safeguarding children is included.
- Work with local service- planners and commissioners to advocate on behalf of looked after children and ensure they benefit from the implementation of national and local policies.
- To advise and influence the priorities for safeguarding children training across the health economy.
- To work with commissioners to ensure that safeguarding children training is provided in accordance with the Inter-collegiate Document (2014) requirements and included in contractual standards and compliance is regularly monitored.
- To support and influence the development of provider service multi-disciplinary safeguarding training strategies that will meet the needs of all health service staff across the health economy.
- To seek assurance that the learning and the outcomes of Local and National Serious Case and Learning Reviews are disseminated to safeguarding professionals across South Staffordshire.
- Contribute to the education and training programme, which reflects lessons learned/recommendations from any serious case review, learning lessons review or domestic homicide review involving children locally, regionally or nationally, to members of the multi-disciplinary teams across health and social care.
- Contribute to the development of collaborative multi-agency training programmes in conjunction with Staffordshire safeguarding children board.
- Work with commissioners and provider health organisations to ensure that training is provided in accordance with the Intercollegiate Role requirements for looked after children.
- To work with the Named GPs and have a strategic role in the development and planning of Level 3 training for GPs and assist in the delivery of development sessions and group supervision for GP Practice Safeguarding Leads.
- To work closely with the Designated Doctor and through systematic work promote good professional practice in safeguarding children.

The job description is not exhaustive and other duties may be determined from time to time by the relevant senior manager, concomitant with the role and general responsibilities of this post. The duties of this post may be changed subject to negotiation with the post holder

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

### **Key Working Relationships**

Internal: Executive Team  
Nursing Directorate  
Wider ICB Executive Team  
Non-executive Directors  
All ICB directorates/teams  
Aligned CSU staff

External: Primary Care Networks  
NHSE Directors and Managers  
Midlands and Lancashire Commissioning Support Unit  
University Hospital of North Midlands  
University Hospitals of Derby and Burton  
North Staffordshire Combined Healthcare  
Midland's Partnership  
Hospital consultants and other clinical staff  
Local Representative Committees  
Department of Health  
Staffordshire County Council and District Councils  
Stoke on Trent City Council  
West Midlands and wider ICBs  
Members of the public and patients public and patient groups  
Voluntary organisations  
Hospices, Private Hospitals and Associates

### **Job Responsibilities:**

#### **Communication & Relationships Skills**

- Communicate highly complex and sensitive information at an appropriate level to colleagues, external partners and patients and their families, using a range of techniques including verbal, written and presentation skills.
- Professionally challenge the views of others and to be able to negotiate between professionals, if differences of opinion are at risk of hindering progress, through the application of local Escalation Policies.
- Write, review and/or contribute to highly complex and often sensitive reports and present at Board and associated sub committees.
- Communicate highly complex, personal, and sensitive information to partners in other statutory agencies as appropriate.
- Establish and maintain multi-agency partnerships relationships

#### **Analytical & Judgement Skills**

Work with a wide range of quality indicators requiring analysis, interpretation and comparison and making decisions on appropriate actions in response to findings.

## **Planning & Organisational Skills**

- Accountable for developing the Quality Strategy in discussion with the Chief Nursing and Therapies Officer and working with the team and wider ICS/ICBs to ensure this is delivered, including ensuring regular updates on progress are provided to the Quality and Safety Committee and ICB Board.
- Development of a plan for the delivery of directorate objectives including identifying interdependencies, managing risks, modelling the potential impact on the team and building in contingencies where necessary.
- Chair numerous ICS/ICB meetings including ensuring timely distribution of meeting papers, minutes and action lists as appropriate.

## **Physical Skills**

- Home based but with frequent travel throughout Staffordshire and Stoke on Trent, into the wider West Midlands and occasionally nationally as required.
- Requirement to carry IT equipment including laptop computer for use in meetings and presentations.

## **Patient/Client Care**

- Accountable for ensuring the safe delivery of all aspects of care relevant to the role i.e., quality and safety assurance and improvement OR specific improvements in care for Children, Young People, maternity services and for all aspects of safeguarding.
- Professionally responsible for care when undertaking clinical practice to support maintaining professional registration.

## **Policy/Service Development**

- Responsible for development of strategy, policy and procedures associated with quality, safety, and patient experience for the directorate and for the wider organisation.
- Responsible for accessing and interpreting national policy and the subsequent development of local policies and procedures to support this.

## **Financial & Physical Resources**

- Work with other senior team members to deliver cost improvement plans.
- To manage a delegated budget and, in the absence of the director, manage the directorate budget.
- In addition to act as an authorised signatory.

## **Human Resources/Staff Management**

- Act as line manager for an identified group of senior clinical and non-clinical staff in the quality, nursing and safeguarding teams including some registered professionals. This includes recruitment, appraisal, performance management and all other aspects of line management.
- Provision of overall leadership and support to the directorate team.
- Transfer expertise and knowledge throughout team and to other ICS/ICB staff.
- Ensure the health and wellbeing of staff within the team and make use of support services such as Occupational Health when deemed appropriate.
- Adhere to the NHS Managers Code of Conduct and all ICS/ICB policies and procedures.

## **Information Resources**

- Ensure the team and post holder work within Information Governance requirements
- Act as Deputy Caldicott Guardian for the ICS/ICBs, deputising for the guardian and ensuring compliance with all information governance and Caldicott requirements across the organisation.
- Work closely with the Performance or equivalent teams to make best use of available information to support quality.

- Responsible for management and maintenance of systems to support quality and safety management including compliance with relevant Data Protection law including the GDPR.

## **Research & Development**

- Play a lead role in the development of an overarching strategy/policy for research and development for the ICS/ICBs.
- Use national and local research findings to drive improvement.
- Identify potential areas for ICS/ICB research/innovation within specialist area

## **Freedom to Act**

Operate independently, lead all aspects of team management and ensure ICB policies are implemented and adhered to.

## **Information Governance, Data Protection and Confidentiality**

All staff are expected to:

- Ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 2018 and adhere to the principles of Caldicott.
- Be aware that the ICB operates a “Code of Conduct for handling personal identifiable information”. They should become familiar with the “Code” and keep up to date with any changes that are made. Breaches of the guidelines in the “Code” could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal. Staff are also reminded that even where they may lawfully be able to process Person-Identifiable / Person-Confidential Data, they are doing so by assuming the role of ‘Data Controller’, and so if they breach the “Code” or any other UK GDPR provisions, they do not, the ICB shall be held liable for any consequential actions undertaken by external third parties (e.g., ICO / criminal investigation or formal proceedings).
- Comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and Computer Misuse Act 1990.
- Ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 2018 and Caldicott Principles; and
- Ensure that your 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

## **Equality and Diversity**

The ICB is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a ICB we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the ICB is different and so should be treated in ways that are consistent with their needs and preferences.

In support of this all staff are required to be aware of the ICB’s Equality and Diversity Policy and the commitments and responsibilities the ICB has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

## **Safeguarding Children and Adults**

All ICB employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children and vulnerable adults. Familiarisation with and adherence to the policies and procedures of the Local Safeguarding Boards (Children and Adults) and those of the ICB is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees' roles and responsibilities.

## **Personal Development**

The ICB is committed to supporting the development of all staff. All employees have a responsibility to participate in the personal development process with their manager, which will provide an opportunity to:

- establish and take action towards achieving goals
- have a conversation about job role, career aspirations and personal development
- align personal aspirations with corporate objectives
- agree actions that are underpinned by the ICB's value base

As part of development, employees have joint responsibility with their line manager for the development of skills and competencies through identification and participation in training and development activities relevant to their role.

## **External Interests**

Each member of the ICB's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

## **Health & Safety**

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with the ICB and others in meeting statutory regulations.

- To comply with safety instructions and ICB policies and procedures.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from wilful misuse of or interference with anything provided in the interest of health and safety and any action which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.

## **Smoke Free Policy**

In line with the Department of Health guidelines, the ICB operates a strict smoke-free policy. This includes not permitting the use of E-Cigarettes on the premises.

## **Notes & Review**

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with their manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. It will be reviewed in conjunction with the post holder on an annual basis.

## Person Specification

<b>Job Title</b>	Designated Nurse Safeguarding Children
<b>Band</b>	8b
<b>Team</b>	Chief Nursing and Therapies Officer
<b>Responsible for</b>	Deputy Designated Nurse for Safeguarding Children / Nurse Practitioners for CDOP
<b>Accountable to</b>	Associate Director Safeguarding

	Essential	Desirable	Assessment
<b>Experience</b>	At least five years' experience in a senior nurse leadership role.		A/I
	A minimum of 2 years' experience in a Childrens Safeguarding role related area. Proven track record of strategic planning with NHS and partner organisations.		A/I
	Experience of collecting, analysing and reporting data and other information at Board Committee level and below.		A/I
	Experience of leading Childrens Safeguarding within (the wider NHS including the development of specific safeguarding aspects of the NHS contract.		A/I
	Evidence of effective data analysis work. Track record of producing and delivering meaningful reports to a variety of audiences.		A/I
	Experience of managing staff, including recruitment and undertaking performance development reviews.		A/I
	Experience of working in challenging environments.		A/I
	Previous experience of producing regular, comprehensive performance reports relating to Business plans, corporate objectives etc.		A/I
	Experience of Safeguarding policy review and development.		A/I
	Experience of managing a budget.		A/I
	Experience of dealing with complaints in line with the NHS complaints legislation.		A/I
	Experience of working with a range of internal and external agencies.		A/I



	Adaptability, flexibility and ability to cope with uncertainty and change.		A/I
<b>Personal Qualities</b>	<p>Demonstrates knowledge and understanding of equality of opportunity and diversity taking into account and being aware of how individual actions contribute to make a difference to the equality agenda.</p> <p>Understanding of Confidentiality, Caldicott and Data Protection Act</p> <p>Car Driver / owner or reasonable alternative. It is anticipated that the use of public transport will not be suitable for the majority of this role.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Physical Skills</b>			

**Assessment Key**

A = Application Form, I = Interview, C = Certificate, T = Test/Assessment Centre