



ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

JOB DESCRIPTION

Job Title:	Head of Safeguarding
Location:	Health Services
Accountable to:	Director of Nursing
Reports to:	Deputy Director of Nursing
Pay Band:	8B
Job Evaluation Reference No:	1111/JE/20
Organisation Chart:	<pre> graph TD DN[Director of Nursing] --- DDN[Deputy Director of Nursing] DDN --- LCA[Lead Consultant for Safeguarding Adults] DDN --- HOS[Head of Safeguarding - This post] DDN --- LPA[Lead Paediatrician for Safeguarding Children] HOS --- NNSA[Named Nurse Safeguarding Adults] HOS --- NNSC[Named Nurse Safeguarding Children] </pre>

JOB PURPOSE

To take the strategic lead with the Lead Paediatrician and Lead Consultant for Safeguarding on all aspects of Isle of Man Health Service, contributing to the safeguarding and promoting the welfare of children and vulnerable adults.

To be a source of expertise to the Health Service Division, non DHSC health service providers and other agencies on health/safeguarding issues, to ensure health services comply with quality frameworks and evidence based research for safeguarding and vulnerable groups.

To develop and maintain effective interdisciplinary and interagency relationships to improve outcomes for children and vulnerable adults.

To manage and develop Health Services Safeguarding Team.



KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Current registrant of the NMC
- Significant post registration experience, to include a substantial amount of relevant experience in Safeguarding Practice
- Management experience
- Master's degree in related area
- Train the Trainer Certificate
- Supervision Certificate
- Extensive current knowledge in safeguarding agenda
- Full, valid Driving Licence and access to own vehicle is essential

MAIN DUTIES & RESPONSIBILITIES

- To lead for Health Services on the strategic and operational development, implementation and monitoring of safeguarding services across Manx Care, through:
 - devising and implementing safeguarding policies across the organisation,
 - devising, implementing and evaluating a training strategy in relation to safeguarding training for health services,
 - devising and implementing a robust rolling audit programme of audit across health services, and identifying reporting and minimising risk in relation to safeguarding for the organisation.
- To provide expert specialist advice and support on all aspects of safeguarding to managers, named nurses/midwife and front line staff.
- To provide expert specialist advice and support on all aspects of safeguarding to non DH health service providers
- To provide expert advice and support to health service staff in relation to family and criminal court proceedings, including court report writing, court attendance and debriefing.
- To advise the Executive Team on gaps in safeguarding within Health Services and where appropriate identify means and implement strategies including the production of business plans where appropriate.
- To monitor and evaluate the contribution made by health service staff to the safeguarding through:-
 - Implementing a robust auditing programme for health services safeguarding policies and training strategy,
 - Providing supervision for safeguarding team members
 - Implementing and evaluating the safeguarding supervision process,
 - To be responsible for ensuring that safeguarding is an integral part of the Department's risk management strategy and that key staff are aware of the thresholds for triggering child and adult protection enquiries and an assessment of risk
- Manage the safeguarding team and its delegated budget
- To initiate and lead the development of practice in safeguarding for health services.



- To provide clinical supervision for the named nurses and midwife
- To investigate untoward incidents relating to safeguarding issues for health services and make recommendations for improvements to practice
- To manage and develop services for looked after children and children leaving the care system.
- To provide a health perspective and be actively involved in the following multi agency groups:
 - Safeguarding Board
 - Chair at least one sub group of the Safeguarding Board and be a member of others
 - The Isle of Man Adoption and Fostering Panel
 - The multi-agency management group for looked after children
 - Multi agency risk management meetings
- To provide expert clinical advice to police and social services in respect of complex individual cases.
- To lead the health service contribution to the development and review of the Safeguarding Board policies and procedures
- To co-ordinate and provide the analysis of the health service involvement into serious case reviews, making recommendations for health services to contribute to the Safeguarding Board overview report.
- To be responsible for ensuring the recommendations of such reviews are incorporated into changes in policy and practice across health services.

CLINICAL

- To provide clinical advice in respect of complex individual cases and be a source of expert knowledge on all aspects of practice in relation to safeguarding through:
 - Supervising the work of named nurses/midwives for safeguarding across health services
 - Providing advice and support to named nurses/midwives across health services, on individual cases
 - Being a source of expertise for all staff within the health service and the multi-agency network in relation to safeguarding matters
 - Organising the Health Services contribution to police investigations including the provision of advice and support to health practitioners in the preparation of statements and other reports in relation to legal proceedings
 - Preparing health service staff in court attendance preparation by providing expert advice on court report writing, attending court when necessary with staff who are required to give evidence, ensuring health service staff attending court are fully supported throughout the process through to debriefing.
- To provide the coordinated analysis of the health service involvement in serious case reviews), making recommendations to contribute to the Safeguarding Board overview report.
- To collaborate with the Safeguarding Board and the named health professionals in each area to ensure that the recommendations of all serious case reviews are incorporated into changes in policy and practice as necessary.

PROFESSIONAL

- Maintain professional registration with the NMC and meet their requirements for post registration and practice.
- To provide a high standard of professional conduct and practice at all times in accordance with the NMC code of professional conduct.



- To possess and be able to demonstrate an in-depth knowledge of nursing, safeguarding and management issues.
- Identify own training needs to enable compliance with NMC professional development standards
- To be actively involved with a national network of designated nurses for supervision, support and updating of knowledge.
- Comply with local divisional, departmental and government policies
- Provide expert nursing advice on professional nursing issues at all levels, ensuring NMC and local policies/guidelines /standards are upheld.
- Consult the NMC when necessary regarding professional issues and /or difficulties with registrants.
- To carry out any other duties at the request of the Director of Nursing.

TRAINING, EDUCATION & RESEARCH

- To ensure that health services safeguarding training strategy is informed by the requirements of legislation, inquiry recommendations, local serious case reviews and research findings.
- To devise, implement and monitor the implementation of the health services training strategy and determine its effectiveness by working with managers and named professionals to identify training needs.
- To design and deliver training for the safeguarding team.
- To design, tailor, deliver and facilitate training for all health service staff, including health care providers outside the DHSC.
- To commission off island training for members of the safeguarding health services team and self.
- To evaluate the effectiveness of all safeguarding training provided by and commissioned by health services division.
- To develop and sustain a partnership with the multi professional training centre though contributing to curriculum development of modules at diploma and degree level relating to vulnerable groups.
- To ensure health input into the planning of interagency training via membership of the Safeguarding Board training sub group.
- To assist in designing and delivering multi agency training taking a lead when the emphasis of the training relates to health services
- To support evidence based practice by producing regular reports identifying trends and developments in safeguarding practice.
- To initiate and carry out research projects relating to safeguarding To consider the findings of relevant published research studies and summarise the key messages for distribution to relevant health service staff and other agencies as appropriate.
- To identify areas for collaboration in both single agency and multi-agency research projects.
- To be a resource for practitioners undertaking research in the area of safeguarding children and children in need

PLANNING & ORGANISATIONAL SKILLS

- To have lead responsibility for formulating, developing and implementing the safeguarding health services business plan.
- To have the lead role and responsibility in planning and organising the development and review of all safeguarding policies for health services. Including planning and organising a system which ensures that



all relevant health service staff have the opportunity to comment. Where necessary this will include consultation and collaboration with outside agencies. e.g. police, adoption society, DHSC Advocate.

- At the request of the Safeguarding Board take a lead role in organising the development of Multi Agency Policies usually when health is a significant component of the policy.
- Take the lead in organising the implementation of any new health service and multi agency policies for health service staff.
- Take the lead role in designing, organising and delivering safeguarding training across health services.
- Take the lead role in developing and initiating a rolling programme of audit related to safeguarding. This will include monitoring and auditing health services contribution and adherence to Safeguarding Board Procedures.
- Initiate risk assessments in relation to safeguarding within the framework of clinical governance and be prepared to organise and plan work constantly juggling competing priorities that risk assessments may reflect.
- Have responsibility for the organisation, planning and leading of the health services safeguarding team. Including chairing their regular meetings and taking responsibility for the decisions made by the team.
- To implement, review and monitor the service level agreement with Police and Social Services, in relation to health assessment of looked after children and children in the Youth Justice System
- Have responsibility without direct supervision, for planning, prioritising and organising own multifaceted workload effectively, including providing a health perspective and active involvement in the following multi agency groups:
 - Safeguarding Board
 - Chair at least one sub group of the Safeguarding Board
 - The Isle of Man Adoption and Fostering Panel
 - The delivery group of the Children and Young Persons Strategy
 - The multi agency management group for looked after children
 - Multi Agency Risk Management Meetings

COMMUNICATION

- Have lead responsibility for communicating across health services and other non DH health service providers (Hospice, independent health care contractors) to ensure that effective arrangements are in place to meet health services duties in their contribution to safeguarding. This will include
 - receiving highly sensitive complex information relating to child and adult abuse, some of which will be conveyed after analysis to key health and multi agency professionals in a manner that enables them to fully understand and cooperate
 - communicating across health services the need for implementation and adherence to policies, participation in audit, practice issues, risks, and training in safeguarding overcoming barriers in participation, when safeguarding is not the core business of all health professionals
- To effectively communicate with safeguarding team members so that clear lines of communication are maintained across health services.
- Ensure the members of the safeguarding team are equipped to inform health service staff of their responsibility in safeguarding.
- Convene at least monthly meetings with the lead Paediatrician and Lead Consultant for safeguarding, to plan priorities and direction of the safeguarding service and discuss and make decisions on complex individual cases. To keep lines of communication open in between meetings to deal with and discuss safeguarding issues as they arise.



- Take responsibility for seeking advice and direction from the Medical Legal Advisor on complex safeguarding issues to enable a proactive approach to managing risk for the organisation
- Take responsibility for communicating with the Director of Nursing on matters beyond sphere of authority.
- Take responsibility for communicating with the Deputy Director of Nursing on staffing matters of competency, conduct, convictions, impaired health, thus protecting the public.
- Produce an annual report for health services in relation to safeguarding, ensuring the report is communicated to multi agency colleagues and is used to contribute to the Island Safeguarding Board Annual Report
- Analyse National documents and policy guidance, and make recommendations via the Director of Nursing to the Executive Team and directly to the Safeguarding Board.
- Develop, maintain and promote strong working and expert consultancy links with Social Services, Police, Probation, Youth Services and Voluntary organisations, through and beyond the following forums
 - Safeguarding Board
 - At least one sub group of the Safeguarding Board
 - The Isle of Man Adoption and Fostering Panel
 - The multi agency management group for looked after children
 - Multi agency public protection panels
- Communicate with colleagues in the United Kingdom regarding safeguarding matters pertaining to individuals e.g. Children and vulnerable adults transferring to and from the Island requiring follow up care in relation to safeguarding matters, missing children, vulnerable adults who move to other jurisdictions.
- Communicate with a network of United Kingdom designated nurses for support, advice and exchange of knowledge in the safeguarding field

MANAGERIAL/LEADERSHIP

- To lead the Health Services Safeguarding Team
- To initiate and lead the development of practice in safeguarding
- To initiate and lead the development of practice for the health of looked after children.
- To be an active and effective member of the Senior Management Team, that has responsibility for the direction of Care Services.
- To be responsible for all aspects of staff management in regard to the Named Nurses for Safeguarding. This includes managing sickness, absence, annual leave, annual appraisal, staff development, competency issues, and staff recruitment.
- To be accountable for safeguarding team members when they are acting in the capacity of their safeguarding roles
- Delegate safeguarding activities to members of the safeguarding team and managers ensuring they are equipped to effectively carry out the task.
- To manage the Safeguarding delegated budget to maximise service delivery
- To be an authorised signatory for the delegated budget, timesheets, mileage claims and expenses.
- To ensure mechanisms are in place which promote and sustain effective working relationship between primary and secondary care via a network of safeguarding health professionals.
- To provide expert specialist advice, leadership and support to safeguarding team members, managers and front line staff and other health organisations (Hospice, Independent Health Contractors) to enable



them to develop and maintain high levels of safeguarding practice.

- To lead investigations for health services relating to identified poor areas of practice in relation to safeguarding, and make recommendations for improving practice and reducing further risk
- To act as a resource for health services and other outside agencies giving expert advice on safeguarding issues.
- To implement, review and monitor the service level agreement with Police and Social Services, in relation to health assessment of looked after children and children in the Youth Justice System
- Provide nursing leadership on the Safeguarding Board and its sub committees.
- To lead, and provide analysis of the health service involvement into serious case reviews, making recommendations for health services to contribute to the Safeguarding Board overview report.
- To lead health services contribution to the interagency planning process for children and adults who need safeguarding, by contributing to the Safeguarding Board business plan.
- To analyse any new UK reports and documents relating to children and vulnerable adults to ensure they are translated recommended and or adopted, relative to our Crown Dependency.

CLINICAL GOVERNANCE

- To ensure that safeguarding arrangements are an integral part of Manx Care clinical governance agenda by assessing risk to the organisation, highlighting these risk areas in relation to safeguarding and recommending how these risks can best be reduced.
- Take responsibility for seeking advice and direction from the Medical Legal Advisor on complex safeguarding issues relating to risk or actual or potential legal proceedings.
- To lead in the development of systems of practice, policies and standards for health services in relation to safeguard and to develop a robust audit programme to evaluate these.
- To influence and contribute to policy development within wider voluntary and or government departments for example Social Services, Home affairs, The Adoption Society,
- To be an active and effective member of Manx Care Clinical Governance Policies and Procedures group, advising on policy formation and ratifying policies.
- To be an active and effective member of the Safeguarding Board Policies and Procedures and Training subgroup. Participating in the writing of multi agency policies and procedures and leading in this process when the focus of the policy is health related, advising on and ratifying Safeguarding policies from voluntary organisations.

SYSTEMS & EQUIPMENT

- To be competent in using a variety of software packages, including word, excel, PowerPoint and email and internet to enable the production of documents, training material and reports.
- Possess the ability to effectively use presentation equipment, such as laptop computer, projector overhead projectors, whilst observing a personal duty of care when using equipment and resources.
- Raise requisitions and be an authorised signatory for the delegated budget, for equipment such as educational materials, service development projects and training events.



DECISIONS & JUDGEMENT

- Strategically lead and make decisions for health services on safeguarding matters, ensuring systems are in place to assist health services in meeting their duties in safeguarding.
- Make frequent independent decisions and judgements relating to safeguarding matters without referral to the line manager.
- Make decisions on highly sensitive, complex child and adult protection cases and judge and decide what and how much information will be shared with other professionals
- Make independent decisions to go towards a majority decision at the Isle of Man Fostering and Adoption Panel on the suitability of applicants to become adopters and fosters
- Make independent decisions to go towards a majority decision at the Isle of Man Fostering and Adoption panel on the best interests of a child being adopted or fostered, and matching children with adopters.
- Make decisions and judgments regarding when to consult the Director of Nursing for advice
- Lead on the development of safeguarding services for health services.
- Be responsible for producing evidence based business cases for new service initiatives.
- Make recommendations for health services from investigating serious case reviews, investigations into practice issues and complaints.
- As the lead nurse and sometimes sole health representative at a number of Government /DHSC committees, forums, working parties, make frequent often complex decisions on behalf of health services relating to safeguarding
- Interpret information from UK documents and policies relating to children and vulnerable adults and make decisions on what will be adapted, recommended or implemented relative to our Crown Dependency.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.



Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

CARE

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's name (please print)

Job Holder's signature:

Date:

Line Manager's name (please print)

Line Manager's signature:

Date:



JOB DESCRIPTION APPENDIX 1

**PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB
AND WORKING CONDITIONS**

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

<p>Physical Effort</p> <p>There is a frequent requirement for sitting in a restricted position for a substantial proportion of the working time for the purpose of report writing, reading documents/reports, supervision of staff. Post holder drives to various venues frequently for meetings, training, delivery, supervision of staff.</p> <p>Preparation of training venues, eg moving furniture, carrying laptop, projector and boxes of training material.</p> <p>Standing for long periods whilst presenting teaching</p>	
<p>Mental Effort</p> <p>There is a frequent requirement for prolonged and intense concentration whilst analysing information related to fabricated and induced illness cases; investigations into child and vulnerable adult deaths, analysing court reports; analysing records and other reports, writing reports, preparing presentations.</p> <p>There are frequent interruptions whilst being required to concentrate on a number of complex competing issues, including the analysis of complex highly confidential information.</p> <p>The post holder is required to carry a mobile phone so they are accessible for advice</p>	
<p>Emotional Effort</p> <p>Frequent exposure to traumatic circumstances. From giving advice, through supervision of staff on difficult to manage cases, from reading in depth reports from paediatric/forensic examinations and the most difficult to manage child and vulnerable adult protection cases are referred for the post holder to manage, including attendance at multi agency case conferences. The post holder is exposed to the full and graphic details of abuse in such cases. Also exposed to public protection issues from the multi agency public protection meetings.</p>	
<p>Working Conditions</p> <p>Occasional exposure to unpleasant working conditions such as potential exposure to aggression in situations involving staff and clients.</p>	
<p>AGREEMENT OF ABOVE DESCRIPTION</p> <p>I have read and agree with the above description.</p> <p>Job Holder's Name (please print)</p>	



Job Holder's Signature:	Date:
Line Manager's Name (please print)	
Line Manager's Signature:	Date:



ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

**Head of Safeguarding
PERSON SPECIFICATION**

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	<ul style="list-style-type: none"> • Specialist Community Public health nurse (SCPHN) • Registered Nurse with current NMC registration • Master’s degree in related area • Supervision certificate • Train the Trainers certificate 		CV Portfolio Pre-employment checks	
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Significant post registration experience (SCPHN) • Substantial relevant experience in safeguarding practice • Managerial experience • Proven leadership skills • Demonstrate a sound understanding of the roles and functions of statutory and voluntary bodies • Evidence of ongoing personal and professional development • Experience of co-working and working across agency and organisation boundaries • Experienced in multi-agency assessment process 		Interview CV Pre-employment checks	



	<ul style="list-style-type: none"> • Experience on supporting and supervising staff in safeguarding work • Experience in safeguarding training both on a single and multi agency basis • Experience of formulating policies based on research and evidence. 			
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Able to demonstrate a high level of personal autonomy and accountability • Ability to lead and build personal and professional credibility at all levels of the organisation • Demonstrate outstanding verbal, written and presentation skills, networking, analytical and negotiation skills • Ability to critically appraise research evidence and use when formulating policy • Ability to motivate colleagues and implement changes in practice in safeguarding • Ability to effectively work across disciplines and agencies at all levels • Expert in interagency partnership working 		CV Interview	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to create a high level 		Interview	



	<p>of confidence in self</p> <ul style="list-style-type: none"> • Able to create a supportive learning environment for safeguarding team members • Ability to resolve conflict • Ability to work under pressure to meet deadlines • Confident and flexible approach to work • Ability to manage a complex and diverse workload 			
OTHER RELEVANT REQUIREMENTS	<ul style="list-style-type: none"> • Full, valid Driving Licence and access to own vehicle • Satisfactory Police check 	Isle of Man Worker	Pre-employment Checks Application	