

# Specialist Safeguarding Practitioner – Social Worker

## Job Description & Person Specification

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Why Our Trust?

#### Terms and conditions

**Post – Specialist Safeguarding Practitioner- Social Worker (2.0 WTE)**

**Division – Trust Services**

**Department – Children and Young People's Gender Service (Southwest) & Safeguarding Service**

**Band – 7 (or 6: Development role)**

**Salary - £43,742 to £50,056**

**Location – Main base: CYP gender service with regular time at THQ and community visits.**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

The Specialist Safeguarding Practitioners have a key role in ensuring the Children and Young Peoples Gender Service (Southwest) (CYP GS (SW)) safeguards children and young people and promotes their welfare working in conjunction with the patient, their families, UHBW safeguarding team, clinical MDT for CYP GS (SW) and local authority services and teams.

These roles support the patients, families and multidisciplinary team of the GYP GS (Southwest) by providing specialist safeguarding advice, supervision, and training on all safeguarding issues. When indicated this may include assessments of need and wider signposting advice to families for supportive early help services. The roles are supported by the Deputy Director for Safeguarding (Children) who is the safeguarding lead for the CYP GS (SW), with joint / delegated managed within the safeguarding structure and clinical service. The role will include contribution to other paediatric specialties will be within the governance structure of Psychological Health Services (PHS). The CYP GS (SW) is a newly formed service therefore changes in the core duties and responsibilities of these roles may be required. The job description is an outline of areas of activity and will be reviewed with the post holders considering changing service need.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - Our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust -** Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

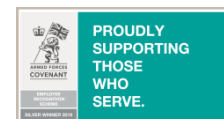
'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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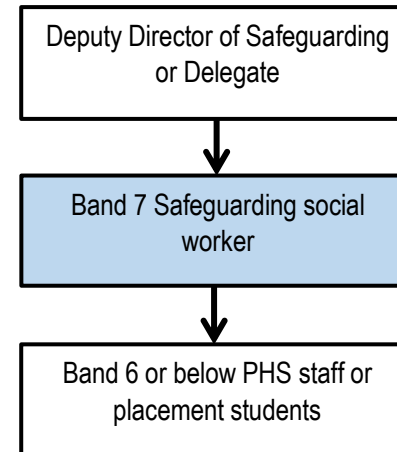
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### Main Duties and Responsibilities

- To be a competent, knowledgeable, and visible safeguarding practitioner within the CYP GS (SW) service, ensuring the provision of high-quality evidence-based safeguarding practice, for children, young people and adults at risk.
- Use advanced knowledge of safeguarding legislation, statutory guidance, and policy to ensure appropriate safeguarding support to children and young people, their families and the CYP GS (SW).
- Understand and guide others in the legal frameworks that apply to 16- and 17-year-olds in health settings and how they interact. For example, the Children Act 1989/2004 and Mental Capacity Act 2005.
- Work with the clinical MDT and safeguarding team to ensure child-centered holistic support is identified and provided for safeguarding concerns and work with multi-agency teams in other services as necessary.
- To develop and implement safeguarding policies, procedures and processes and operate within a system to safeguard children and young people, including direct liaison with patient's families and staff.
- To facilitate good communication and consistency across the service in terms of safeguarding support, including ensuring the regular briefing of clinical teams and the Deputy Director of Safeguarding (Children) on key safeguarding issues and specific safeguarding cases.
- To support managers and staff in the delivery of high-quality safeguarding practice throughout the journey of the child or young person within the CYP GS (SW). Be able to adjust the support offered to clinical staff considering their learning needs, level of experience and confidence and competence in role.
- Where appropriate support staff to professionally challenge the analysis of others where safeguarding concerns need further escalation.
- Provide safeguarding supervision and case management safeguarding guidance to staff and be able to identify emerging themes from supervision contacts to inform future training needs.
- Facilitate good standards of record keeping, report and assessment writing in line with own regulatory bodies and other guidelines.
- Able to provide clear analysis of risk to inform information sharing and referral where concerns are raised for children who are patients or are the children of family members or

### Organisational Structure



### Key Relationships

The post holders will have frequent contact with the clinical MDT for the CYP GS (SW) and UHBW safeguarding team including named professionals. They will regularly liaise with Children's Social Care teams across the southwest and members of staff from other CYP GS services across the UK.

Other key teams will include those in AWP, Sirona, NBT, GP practices and the ICB safeguarding team, wider health organisations and voluntary and community organisations in the southwest.

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adult patients.

- Attend as required, strategy meetings, case conferences, core groups, appropriate multi-disciplinary team meetings and any other appropriate meetings, as a support to staff or as a representative of the Trust.
- Share advanced understanding of the additional vulnerabilities of children in care, care experienced and children on Child Protection Plans face and the role of health staff in assessing risk and contributing to safety plans.
- Assist the Clinical Lead and Deputy Director of Safeguarding (Children) in implementing the recommendations of the Cass Report in relation to safeguarding best practice in Children and Young People's Gender Services.
- Assist with serious incidents or child safeguarding practice reviews, supporting the Deputy Director for Safeguarding (Children) and Named Professionals, in completing chronologies, individual management reviews and the implementation of the findings and recommendations. This will also include implementing the learning from internal management reviews.
- Promote a rights-based approach to the care of children and young people.
- As per Working Together 2023, where identified, work as the lead professional at early help and Child in Need level for children receiving a service from the CYP GS (SW).

### Research and Evaluation

- Support any audit of practice and continual quality improvement initiatives locally, nationally, and internationally as delegated by the Deputy Director for Safeguarding (Children) and the Clinical Lead of the CYP GS (SW).
- Contribute to the evaluation of tools to audit practice within specialist area of practice.
- Engage in research trials within specialist areas of practice, as appropriate, and contribute to publishing results to increase the body of knowledge.
- Keep up to date with emerging thinking and findings from other organisations and contemporary areas of safeguarding practice.
- Work with the Clinical Lead and Deputy Director of Safeguarding (Children) to manage and maintain databases, including completing data entry, retrieval and analysis and provide activity reports as requested.

### Leadership and Management

- Lead and support staff to recognize, prioritize and respond appropriately to urgent safeguarding concerns including the assessment and management of risk.
- With the support of the Deputy Director of Safeguarding (Children), ensure and facilitate good communication and consistency of service provision and development for safeguarding within the CYP GS (SW).
- Act as a visible role model for child centered safeguarding practice and foster an environment that enhances the patient, family, and staff experience.
- To be a resource for staff signposting to where the relevant policies, guidance and procedures for safeguarding are, and support staff to always adhere to these.
- Actively promote & engage on patient quality, safety, effectiveness, and experience agenda.
- Undertake other relevant projects related to the development and review of the service, in agreement with the Deputy Director of Safeguarding and CYP GS Clinical Lead.
- To work closely with other safeguarding staff in the trust wide team and to cross cover and represent them as appropriate.
- To manage the gathering, recording, and analyzing of data and information for quarterly assurance reporting and attend meetings to present this as required.
- To line manage designated staff including regular 1:1 management reviews, annual appraisal and monitoring of CPD.

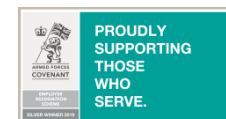
### Professional Development and Education Responsibilities

- In collaboration with the Deputy Director of Safeguarding (Children), contribute to the development and delivery of education and training for the CYP GS (SW) staff and trust wide staff to ensure they have up to date safeguarding skills, knowledge, and competence in line with the Intercollegiate Documents.
- Foster practice environments conducive to learning and enquiry and actively promote professional curiosity.
- Support the identification of new and emerging areas of safeguarding practice and integrate this into the training and development support of all staff.

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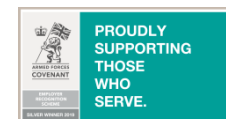
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- Maintain own professional development and mandatory training, identifying learning needs in relation to specialist area of practice.
- Work alongside the trust wide safeguarding team on a regular basis to share learning and maintain own knowledge of the broader safeguarding agenda in health settings.
- Attend relevant local, regional, and national Safeguarding Network and Educational events to ensure ongoing professional development and awareness of new research and evidence to inform practice which is disseminated throughout the organization.
- Engage fully in the training and induction program for the CYP GS (SW) and attend updates to develop own knowledge of best practice.
- Provide specialist paediatric social work services to other medical specialties as requested by PHS and Safeguarding Service managers.

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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Advanced knowledge of the legislation, statutory guidance and best practice for child safeguarding and child protection processes. (E)
- Current experience of working with families and children under statutory processes. (E)
- Experience of assessing needs and risks in family settings and relating to risk outside the home, analyzing these to develop plans to mitigate harm and improve outcomes for children. (E)
- Experience of developing other staff/junior staff and supporting their practice from novice to competent practitioner. (E)
- Experience of representing the child's voice in decision making processes. (E)
- Experience of preparing reports for child safeguarding and child protection processes at Section 17 and 47 of the Children Act 1989. (E)
- Experience of working in a multidisciplinary team and with multiagency approaches. (E)
- Excellent knowledge of current local and national safeguarding issues for adults and children. (E)

### Skills and Abilities

- Ability to communicate well and build good working relationships with multi-disciplinary colleagues. (E)
- Ability to analyse assessment information and identify risks of harm and abuse holding the best interests of the child at the center of all decisions. (E)
- Ability to translate research evidence and policy into training and development for a range of staff. (E)
- Ability to work for and as part of a team. Clear understanding of autonomy, boundaries and escalation in relation to safeguarding roles. (E)
- Ability to manage an unpredictable working day and reprioritise activity at short notice. (E)
- Ability to support staff through safeguarding supervision and structured reflective practice to improve the outcomes for children. (E)
- Skilled in using Microsoft office applications to support recording and analysis of service information (i.e. Excel) and development of training materials (i.e. Powerpoint). (E)

### Aptitudes

- Is flexible and adaptable in a high-pressure environment. (E)
- Child centered. (E)
- Can translate safeguarding practice across health and community settings. (E)

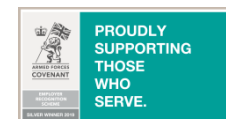
### Qualifications and Training

- Registered Social Worker. (E)
- Evidence of professional and managerial development, which meets professional regulatory requirements. (E)
- Post graduate qualification to Master Level Degree or working towards or equivalent experience in relevant area of practice. (E)
- Supervision qualification. (E)
- Training Qualification. (E)

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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