

Deputy Director of Safeguarding (Children)

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 – Deputy Director of Safeguarding (Children)

Division – Trust Services

Department – Safeguarding Service

Band – 8B **Salary** - £58,972 - £68,525 **Hours** – 37.5 Monday to Friday

Location – Main base Trust Headquarters, Bristol, with regular travel to all sites.

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

Job Purpose

The role of the Deputy Director of Safeguarding (Children) incorporates leadership of the safeguarding provision into the Children and Young People Gender Service Southwest (CYP GS (SW)). The role of the Deputy Director of Safeguarding (Children) will work in partnership with the Deputy Director of Safeguarding (All Age) in their roles in the delivery of the Trust's safeguarding adults and children's strategic and operational objectives, working across the whole Trust. The post holder will deputise for the Associate Director of Safeguarding and assume leadership and responsibility for delivery in specific areas of safeguarding practice supporting local, regional, and national safeguarding priorities and objectives.

This is a key senior role in the operational leadership and management of the UHBW trust wide safeguarding service and CYP GS (SW). In conjunction with the Director and Associate Director for Safeguarding, they will support, deliver, and collaboratively implement the acute hospital safeguarding strategy. This includes maintaining compliance with commissioning and partnership standards, national and local guidelines, and best practice. The post holder will support new areas of working including the development, implementation, and provision of the CYP GS (SW).

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.

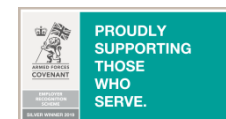
'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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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The post holder will support and advise the CYP GS (SW) clinical leadership team about all areas of safeguarding. They will work with other specialist safeguarding professionals on planning and developing a strategy for safeguarding within the CYP GS (SW) service. Provide advice (direct and indirect) to colleagues on the assessment, treatment, and clinical services for all forms of child maltreatment including neglect, emotional and physical abuse, Fabricated or Induced Illness (FII), child sexual abuse, honour-based violence, trafficking, exploitation, domestic abuse and harmful cultural practices.

Main Duties and Responsibilities

The role of Deputy Director of Safeguarding (Children) incorporates the safeguarding lead role for the CYP GS (SW) to support and implement plans, policies, and procedures for safeguarding children including leading child safeguarding best practice across the trust which incorporates Bristol Royal Hospital for Children.

The role will incorporate areas of expertise as per national documents and local safeguarding partnership guidance and the NHSE Safeguarding Accountability and Assurance Framework 2022 relating to safeguarding children and promoting their welfare and safeguarding adults.

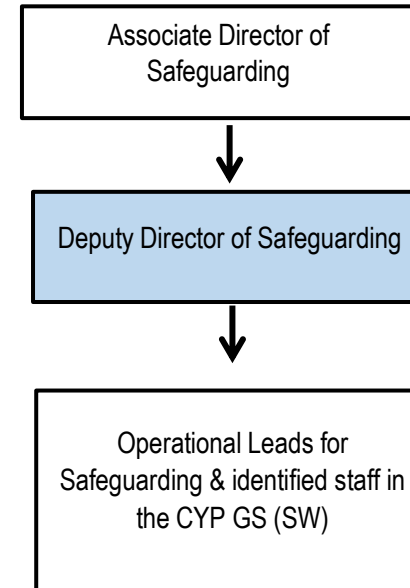
The post holder will provide expert guidance for highly complex cases (children and adults) giving highly specialised advice to trust staff and safeguarding service colleagues.

The post holder will co-lead the development of all age safeguarding training and supervision to staff across the organisation ensuring provision and content meets the needs of the staff groups within the trust.

The post holder will directly supervise and manage the safeguarding practice of the Social Workers employed in the CYP GS (SW) and ensure they have regular and effective safeguarding supervision for their caseload.

The post holder will demonstrate at a senior level:

Organisational Structure



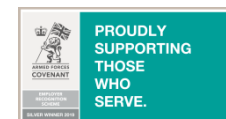
Key Relationships

The post holder will work closely with the clinical leadership of the CYP GS (SW) and senior leadership roles across the Trust from all disciplines, specialist teams, Patient Safety, Risk and Experience Teams. There will be regular external partnership working, including Children's and Adult's Social Care professionals and managers from BNSSG Local Authorities and health partners across the region. The post holder will develop links and network with the regional safeguarding leads across the country for the CYP Gender Services.

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- Effective, highly visible leadership, embracing and promoting 'Think Family' and ensuring risks around children are recognised across all services
- The setting, monitoring and maintenance of robust safeguarding arrangements and training programmes
- Collaborative cross divisional, multi-professional and multi-agency working in the context of trust processes and wider system requirements including collaboration with Integrated Care System colleagues
- Development and maintenance of safeguarding governance systems related to safeguarding children and families
- Highly expert advice and active guidance to the trust around children and young people affected by contemporary and emerging safeguarding issues

The role includes preparation of chronologies and management review reports for statutory processes such as CSPR/SAR/DHR. Drafting IMRs and timelines on behalf of the trust. It requires undertaking critical analysis of practice and development of recommendations and actions through attendance and participation in panels and groups convened under the respective legislative frameworks across the BNSSG area. This requires prolonged periods of intense concentration.

The post holder will support the relevant clinical divisional leads in monitoring, through the safeguarding governance processes, the completion of action plans developed following statutory review recommendations for improvements in practice across the trust.

The post holder will represent the trust at Rapid Reviews communicating highly sensitive and distressing information relating to the death and serious harm of children to multiagency colleagues. This will include reviewing partnership draft reports and giving feedback and comments under intense time pressures working with interruptions and managing competing priorities.

The post holder will assess and evaluate emerging evidence relating to safeguarding practice in CYP GS's, write reports and present information to safeguarding conferences and related meetings. They will ensure the CYP GS (SW) has policies and procedures that reflect safeguarding best practice in line with legislation, national guidance, and local policy.

The post holder will support patient facing staff and safeguarding service colleagues with frequent exposure to distressing safeguarding situations for adults and children. This will include participation in CDOP processes when required and working alongside the Named Doctors and Midwife.

The role deputizes for the Director and Associate Director of Safeguarding in cases of staff allegations relating to safeguarding, working in conjunction with trust departments and the Local Authority allegations officers (PiPOT and LADO). Including providing support for disciplinary and grievance procedures with a safeguarding component.

The role undertakes a safeguarding leadership role when working collaboratively, across agency and geographical boundaries, with providers of health and social care and other partner agencies to provide a seamless approach to complex safeguarding issues.

The role acts as a senior operational lead in managing the trust all age safeguarding response for complex, high risk/high profile cases within the trust. Including providing a means of de-brief after traumatic / stressful situations for members of staff.

The role is responsible for the production of a wide range of complex safeguarding activity and assurance reports, using advance keyboard skills to analyse and present data from a range of sources.

The role leads a delegated portfolio of safeguarding work from the senior leadership team to ensure that there are appropriate safeguarding structures, policies, and practices in place to support practitioners in effective safeguarding practice.

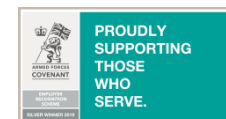
Provide and receive highly complex, highly sensitive and contentious information in relation to safeguarding issues with patients, their relative or carers, staff and partner agencies such as the police, local authorities and other health providers.

The role requires use of a range of communication skills and tools and high levels of concentration. This may require sitting at a desk using visual display units for prolonged periods of time and wearing headsets for Teams meetings and calls.

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Professional Development and Education Responsibilities

Support the senior safeguarding leadership team in providing safeguarding vision and leadership with operational and strategic safeguarding governance and promoting the delivery of excellence in the safeguarding of patients.

Ability to develop and implement work and audit plans fulfilling the requirements of the CYP GS (SW) and wider Trust safeguarding agenda.

To co-lead the development and operational implementation of the Trust safeguarding supervision and training strategy, in a multi-disciplinary context, ensuring that all national and local requirements are incorporated.

Encourage and lead regular case discussion, safeguarding focused reflective practice, and the monitoring of significant events at a local level for the CYP GS (SW).

To lead and co-lead on implementing a portfolio of work, to be agreed, that could include the PREVENT lead role, Domestic Abuse Lead, transitional safeguarding lead and co-leadership of specific workstreams allocated to other roles.

To effectively participate in a range of internal groups and committees, external subgroups, task and finish groups both within the Trust and externally as delegated by the senior leadership team.

Critically appraise the outcomes of local and national safeguarding research, best practice and case reviews, using findings to support the direction of safeguarding services and advising colleagues of up-to-date evidence-based practice.

To lead the implementation of the safeguarding elements of the recommendations from the Cass Report 2024 with the clinical leadership team of the CYP GS (SW).

Work with the Named Professionals for Safeguarding to ensure the trust is participating in a wide range of quality improvement activities, across departments and professional groups, that contribute to improving patient outcomes and experience of safeguarding.

To regularly liaise with the Named Professionals and keep them apprised of issues or investigations related to safeguarding in the CYP GS (SW).

Collaborate with trust and external colleagues to develop research and projects that extend the evidence base of safeguarding in acute hospital services.

Leadership and Management

To promote a robust culture of monitoring safeguarding activity through the Trust safeguarding governance systems, including active monitoring of safeguarding activity related to the CYP GS (SW) as per their service agreement and KPI's.

To maintain senior operational oversight of any safeguarding children audits both planned and in response to learning events. The role ensures audits are completed in a timely manner, that robust action plans are in place, and that learning is effectively disseminated across the Trust and externally when required.

To be highly skilled in engaging with the trust senior leads for Nursing and Midwifery and Allied Health professionals across the organisation, to facilitate effective working between services and sound safeguarding patient pathways.

Responsible for the line management of the Operational Lead for Children's safeguarding, including providing safeguarding case and management supervision.

To deputise for the senior safeguarding leadership team, representing the Trust in working with other statutory and voluntary agencies in developing best safeguarding practice both nationally and regionally.

To deputise for the senior safeguarding leadership team in the management of the safeguarding service budget, oversight, and authorization of the non-Pay budget, such as travel expenses and conference authorisations.

Apply professional judgment and provide highly specialised safeguarding advice, using complex analytical and judgement skills to provide input for complex safeguarding and professional incidents and complaints.

Through monitoring of the safeguarding activity into the service, identify emerging safeguarding risks for escalation and discussion and ensure these are entered accurately onto the risk register and are reviewed and updated as required.

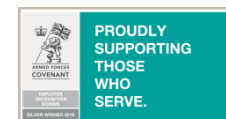
To play a significant leadership role in developing and implementing strategies to promote regulatory compliance and assurance leading to improving safeguarding activities at a trust strategic and operational level.

To provide safeguarding leadership, analysis and advice to the Trust Resourcing Teams, Divisional Directors of Nursing (or Deputies) and roles with line management responsibilities in relation to safeguarding concerns identified through recruitment and selection and Disclosure and Barring processes and allegations against staff.

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

Knowledge and Experience

- Experience of managing a safeguarding service with leadership accountability for statutory processes. **E**
- Extensive experience and knowledge of managing highly complex safeguarding children concerns in a multiagency context. **E**
- Knowledge and understanding of child & adolescent development, parenting capacity, environmental factors and risk and protective factors. **E**
- Experience of providing supervision to a range of disciplines of staff. **E**
- Experience of leading the development and delivery of training programs for a range of disciplines of staff. **E**
- Experience of managing service changes. **D**
- Experience of preparing and presenting written safeguarding reports. **E**
- Experience of working at a regional/national safeguarding system level. **D**
- Extensive knowledge of contemporary local and national safeguarding issues for adults and children. **E**

Skills and Abilities

- Ability to communicate well and build good working relationships within multi-disciplinary and multi-agency arenas. **E**
- Ability to manage and adjust to a workload with competing priorities. **E**
- Ability to analyse and resolve complex issues, including conflict resolution. **E**
- Ability to remain calm under pressure and maintain a positive and caring approach. **E**
- Excellent presentation skills – verbal and written. Highly advanced keyboard skills and ability to use qualitative and quantitative data. **E**
- Ability to develop, deliver and evaluate high quality safeguarding training **E**
- Excellent interpersonal and communication skills at all levels. **E**
- Ability to work for and as part of a team. **E**
- Ability to work independently and demonstrate initiative. **E**
- Ability to recognise and define risks effecting patient care, organisational reputation and system working. **E**

Aptitudes

- Is flexible and adaptable in a high-pressure environment. **E**
- Focuses on achieving results of high quality in a safe and effective way. **E**
- Can translate safeguarding operational challenges into the wider strategic context for the benefit of patients. **E**
- Understanding of diverse backgrounds and perspectives. **E**
- Understanding of diversity and inclusion in the workplace. **E**

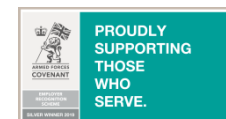
Qualifications and Training

- Registered Nurse Part 1 of the Nursing and Midwifery Council (NMC) register as a Registered Children's Nurse or Part 3 NMC register as a Specialist Community Public Health Nurse or registered Social Worker. **E**
- Evidence of leadership and managerial development as registered professional. **E**
- Post registration education or qualification to Masters Level / or working towards, or equivalent demonstrable experience in safeguarding children. **E**
- Supervision / training qualification. **D**

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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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