

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	SARC Senior Specialist Safeguarding Nurse
<b>Reports to</b>	Lead Nurse/ Safeguarding Lead
<b>Band</b>	7 - TBC
<b>Department/Directorate</b>	SARC - Clinical Specialist Services

JOB PURPOSE
<p>The postholder will:</p> <ul style="list-style-type: none"> <li>• Provide highly specialist advice and support on safeguarding issues, relating to Child Sexual Abuse, Sexual Violence and Domestic Abuse/ Interpersonal Violence consistent with the requirements of the Safeguarding Policies in regard to CSA and Sexual Violence to all staff within the SARC and wider organisation.</li> <li>• work within the SARC providing safeguarding advice and support for child protection and safeguarding adults concerns to all staff.</li> <li>• represent SARC at Strategy Meetings where CSA or Sexual Violence are considered.</li> <li>• assist the SARC, Trust and staff in their duty to protect children and adults from harm and abuse, working in line with the safeguarding principles as outlined by the Children Act (2004), Working Together to Safeguard Children (2023) and Care Act Statutory Guidance (2021) and keeping 'Making Safeguarding Personal' core to the practice.</li> <li>• will deputise the Lead Nurse/ Safeguarding Lead in her absence for SARC safeguarding issues. and where appropriate to represent the SARC at Trust wide and external meetings.</li> </ul> <p>The SARC Specialist Safeguarding Nurse will be part of the Devon &amp; Cornwall SARC team based in the Exeter SARC however, they will be expected to travel across Devon &amp; Cornwall where indicated.</p> <p>Will assist in developing robust quality assurance systems to monitor and evaluate safeguarding practice in the SARC.</p> <p>Will assist the SARC Lead Nurse/ Safeguarding Lead and Associate Director of Safeguarding in providing reports as part of Rapid Reviews, Local Child Safeguarding Practice Reviews (LCSPP), SAR and any other safeguarding investigation.</p> <p>Will ensure seamless care and support for children and adults where there are safeguarding concerns, through effective liaison and communication from SARC and Royal Devon University Healthcare NHS Foundation Trust services to other health care providers, agencies and voluntary organisations. This will include providing safeguarding supervision, specialist debrief, support and specialist advice to staff at all levels within the SARC and wider organisation.</p> <p>In addition, the post holder needs to be flexible and willing to develop the role, working autonomously and unsupervised to a very large extent, whilst dealing with information which may be highly sensitive, the content of which will require a very high degree of emotional resilience. They must have the ability to maintain confidentiality at all times. The post holder may be required to work with distressed staff and families and will need interpersonal skills and the ability to maintain professional composure in stressful circumstance.</p>
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Based on JM0210 Specialist Nurse Safeguarding Adults Formally Matched 24/11/2022, checked by JE team 13.09.2024

To work with the SARC Lead Nurse/ Safeguarding Lead in developing this position using knowledge and experience of safeguarding, CSA and Sexual Violence pathways and encourage appropriate information sharing which will identify vulnerable children and adults and those in need of protection.

Will provide highly specialist advice, guidance and support to staff in the Trust on all aspects of safeguarding, CSA and Sexual Violence/ Domestic Abuse in children and adults ensuring that staff understand their roles and responsibilities in these areas.

The post holder will be responsible for attending strategy meetings, day to day management of complex safeguarding cases, communicating with the wider SARC team, therapy team and wider statutory partners.

Will take an active role in providing safeguarding supervision and participating in delivering safeguarding training.

Will have knowledge of, and work to Devon & Cornwall Safeguarding Adults Board Procedures and Safeguarding Children Partnership internal operational arrangements across four local authorities, working in partnership and close co-operation with relevant agencies and colleagues, liaising with key external safeguarding partners in Devon & Cornwall e.g. Police, Social Care, Education, other health providers, ICB etc. to ensure robust relationships.

Will promote and facilitate 'Contextual Safeguarding' for adolescent children.

Work with the SARC Lead Nurse/ Safeguarding Lead to participate in national and local initiatives to protect children and adults from harm and ensure that changes in legislation, learning, information and ideas are disseminated Trust wide.

With the support of SARC Lead Nurse/ Safeguarding Lead, Named Safeguarding Professionals update, review and implement Trust policies, procedures and protocols in conjunction with other key safeguarding staff and ensure they reflect both evidence-based changes in practice and those brought about by legislation/new guidance.

With the support of SARC Lead Nurse/ Safeguarding Lead, Named Safeguarding Professionals develop expert knowledge and network with multi-agency partners to ensure a high level of care regarding higher risk patients. This will incorporate the public health agenda around Child Sexual Abuse and Exploitation, Sexual Violence and DA.

Liaise with SARC Lead Nurse/ Safeguarding Lead to facilitate the Trust's compliance with legal orders and provide support to staff when making statements or attending court.

Work with the SARC Lead Nurse/ Safeguarding Lead and Associate Director of Safeguarding in the management of allegations of abuse within the Trust.

The post holder will attend and contribute to:

- Multi-agency meetings regarding children and young people exposed to extra familial harm in Devon & Cornwall such as complex strategy and mapping meetings
- Additional safeguarding strategy meetings and case conferences as requested by the SARC Lead Nurse/ Safeguarding Lead either as a support to staff and/or as a representative of the Trust.
- Multi-agency safeguarding adults meetings
- Multi Agency Risk Assessment Conference (MARAC) meetings as required.
- SARC Governance meetings and where appropriate peer review.
- Modern Slavery Partnership meetings in the absence of the SARC Lead Nurse/ Safeguarding Lead SARC

In order to build upon the achievements of the service thus far, an emphasis is placed upon a team ethos of mutual support and joint decision-making through collaborative effort. The post holder will be expected to work as part of the team to cover the workload.

### KEY WORKING RELATIONSHIPS

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. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within the Trust as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.

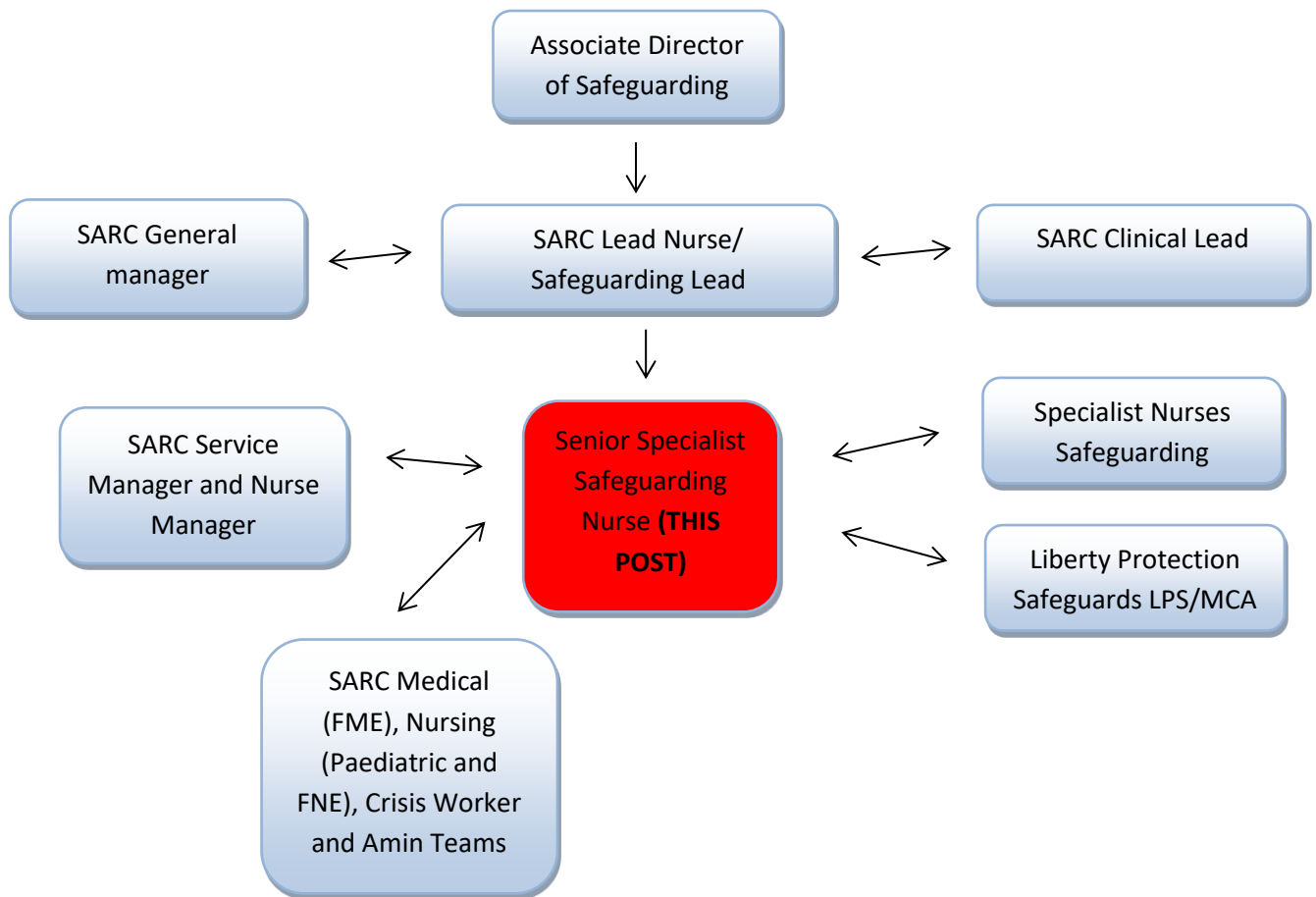
#### No. of Staff reporting to this role: 0

- The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.
- The post holder is responsible for the day to day management of complex safeguarding in SARC.
- In addition, the post holder will deal with the wider healthcare community, external organisations and the public.
- This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• SARC Lead Nurse/ Safeguarding Lead</li> <li>• SARC General Manager</li> <li>• SARC Clinical Lead</li> <li>• Integrated Safeguarding Team</li> <li>• Associate Director of Safeguarding</li> <li>• Specialist Nurse Safeguarding Children</li> <li>• Specialist Nurse Safeguarding Adults</li> <li>• Named Nurse/Doctor for Safeguarding Children</li> <li>• Named Doctor for Safeguarding Adults</li> <li>• Senior Manager Specialist Services</li> <li>• Executive Lead for Safeguarding</li> <li>• Associate Director Unscheduled Care/Scheduled Care</li> <li>• Director of Nursing/Chief Nurse</li> <li>• Designated Nurse/Doctor for Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Multi Agency Colleagues in Children Social Care and Police</li> <li>• Youth Services</li> <li>• Local Authority MASH/ MARU hubs</li> <li>• SARC Staff Teams</li> <li>• Independent Domestic Violence Advisor</li> <li>• Independent Sexual Violence Advisors</li> <li>• Local Safeguarding Partnerships and Boards</li> <li>• Police and Children's Social Care</li> <li>• Checkpoint / Y Smart / REACH</li> <li>• Domestic Abuse Voluntary Organisations</li> <li>• Safeguarding Leads in Partner Agencies</li> <li>• MARAC</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

The post holder is professionally accountable for all aspects of their own work and managing their own work load, working within their codes of practice and professional guidelines and using their expertise to deal with routine matters, complex queries and other issues. Working within defined parameters of a specialist field in safeguarding.

The post holder has the freedom to initiate actions and interpret guidance and policies in line with the Trust and service policy.

The post holder will be guided by various teams they work alongside and with IST members or the Safeguarding Lead, as well as Trust policies and procedures. Using own initiative and seeking advice from manager and team as required.

## COMMUNICATION/RELATIONSHIP SKILLS

The post holder will have the ability to identify, communicate, receive and manage highly complex, sensitive and confidential information.

Communication will be with a wide range of individuals and groups, both internal and external to the Trust.

The post holder may be required to be able to communicate with parents and family, members of the public and across all levels within the Trust. Some of these communications will be sensitive in nature. Some will be highly complex, requiring excellence in communication skills.

The postholder will facilitate necessary, proportionate and relevant information sharing ensuring safeguarding is a priority in SARC.

### **ANALYTICAL/JUDGEMENTAL SKILLS**

The post holder will be expected to know when to escalate any concerns they have and follow the Escalation Policy.

The post holder will be expected to routinely make decisions independently which may involve complex facts/situations.

The post holder will be expected to use his/her judgement to assess risks and manage solutions safely and appropriately to safeguard the child, young person or adult at risk.

The post holder will have to make judgements on complex facts requiring interpretation and comparing options.

To undertake an analysis of complex facts and situations and ability to consider a range of options, often in less than optimal conditions.

The post holder must be able to communicate this analysis and judgement effectively in writing and verbally to multi agency colleagues.

The postholder will escalate areas of concern to SARC Lead Nurse/ Safeguarding Lead, managing those within the scope of own role

### **PLANNING/ORGANISATIONAL SKILLS**

The post holder will be expected to organise own day-to-day activities, planning of straightforward tasks and organising complex on-going activities.

The PH will support staff when considering complex safeguarding situations and planning appropriate child and adult protection plans and actions.

To plan, develop and deliver specialised training programmes as an ongoing activity, Teaching is a core component of the role. This will include designing and delivering training aligned to the Intercollegiate Document (2018).

Work alongside SARC Lead Nurse/ Safeguarding Lead to design and develop processes that enable staff to protect individuals at risk.

### **PATIENT/CLIENT CARE**

The post holder may have face-to-face contact with patients, children and their families, where there are concerns and should be sensitive, professional and focussed throughout.

The post holder will provide highly specialist advise to Staff to support them in the care and support of children and adults where there may be safeguarding concerns.

To work closely with designated and named safeguarding professionals in other health organisations to share good practice and to strengthen their opportunity for development and networking within the field of safeguarding children/adults

Support staff involved in child/adult protection processes.

Provide safeguarding clinical supervision to specialised groups/members of staff within the Trust

Provide support and facilitate debriefing for staff involved in complex safeguarding children/adult cases

To undertake Individual Management Reviews in relation to safeguarding children/adults.

To risk assess Child Sexual Abuse and Sexual Violence/ DA information received from Devon and Cornwall Police / MACE and disseminate to relevant health professionals where appropriate

To provide briefing, advice and guidance sessions to staff on safeguarding children/adults, CSA/E, Sexual Violence/ DA, sexual assault, MCA and LPS.

Ensure all record keeping in relation to safeguarding children/adults is appropriate, accountable and defensible.

To ensure that the perspective of the vulnerable child/adult and the promotion of anti-discriminatory practice are incorporated into all aspects of safeguarding practice.

### **POLICY/SERVICE DEVELOPMENT**

The post holder will work with the SARC Lead Nurse / Safeguarding Lead when reviewing and monitoring services and will support with devising and implementing policies and service changes, along with service development and improvement.

Contribute to Policies, Procedures and Guidelines for the management of safeguarding children/adults in conjunction with the SARC Lead Nurse/ Safeguarding Lead and contribute to service and practice development in order to safeguard children and vulnerable adults.

Contribute and implement developments to safeguarding children/adult services across the trust to meet the needs of continuing local and national requirements

Assist the SARC Lead Nurse/ Safeguarding Lead contributing to Safeguarding Children / Adult Review / Domestic Homicide Review / Rapid Review/ LCSPR processes, and the dissemination and implementation of the findings and recommendations. This will also include the learning from internal management reviews.

As part of the SARC team:

- Identify shortfalls in practice within the Trust or any other deficit, which may leave individuals at risk of abuse, neglect or harm.
- Work collaboratively within the organisation, with children, adults and families at risk and across agencies to form partnerships and working arrangements that facilitate effective safeguarding practices
- Develop and deliver safeguarding training and guidance sessions to staff across the Trust
- Lead safeguarding related audits
- Represent the Trust at Local Safeguarding Partnership subgroups as required
- Represent the Safeguarding Team at Trust safeguarding meetings and committees
- Be aware of and provide guidance to staff with regard to the Trust's Prevent strategy
- Be aware of and provide advice and guidance with regard to the Trust Female Genital Mutilation processes and procedures

Will work closely with Named Safeguarding professionals in other health organisations to share good practice and to strengthen opportunities for development and networking within the field of safeguarding.

### **FINANCIAL/PHYSICAL RESOURCES**

The post holder is responsible for ensuring that the resources of the Trust are used responsibly and report any fraud in line with Trust Policy.

### **HUMAN RESOURCES**

To identify and agree own development needs through the Knowledge and Skills Framework (KSF) Process, to achieve team and Trust objectives and the appraisal process.

Will be involved in the orientation, induction and preceptorship of junior staff and assist staff in undertaking their safeguarding role as appropriate, with an emphasis on staff development rather than the creation of dependency.

Will provide robust and flexible safeguarding training for all SARC staff, and will provide advice, support and training to:

- Trust staff
- Students
- Children
- Adults
- Carers/patients
- Statutory, voluntary and private agencies

To take an active role in providing safeguarding supervision, support and specialist advice to staff at all levels within the SARC and wider organisation, ensuring effective case management is in place for complex situations when there are safeguarding concerns.

To create, deliver and review safeguarding training in line with statutory requirements. To deliver training each month, or more often if required, as an ongoing responsibility.

Assist the SARC Lead Nurse/ Safeguarding Lead in ensuring that staff comply with Working Together to Safeguard Children (2023), South West Child Protection Policies and Procedures, Care Act (2014), Mental Capacity Act and Deprivation of Liberty Safeguards requirements (MCA and DoLS/LPS).

Professional Development:

- To develop own knowledge and practice.
- To undertake training and education as required for role.
- To practice according to the NMC Code and standards.
- To maintain professional registration and revalidate when required.
- To practice according to the Trust's Policies, guidelines, and national standards.

## **INFORMATION RESOURCES**

The post holder will be responsible for the handling of statistical information recording own information, entering data, using computer software, analysing information, monitoring the processing and presentation of extensive and complex data.

The postholder will facilitate excellent standards of record keeping, report and statement writing and will work with the SARC team to produce relevant reports as required.

Supporting staff in understanding responsibilities of legislative frameworks in relation to information sharing in adult and child safeguarding is a key part of the role. The post holder should work with the Information Governance Team, Caldicott Guardian and the Legal Services where there is complexity.

## **RESEARCH AND DEVELOPMENT**

Contribute to regular audit of safeguarding children/adult services and associated policies and procedures, as necessary for own work.

To analyse national and local data in relation to safeguarding children/adults to ensure health professionals are alerted to developments and informed of changes.

To contribute to the identification of appropriate safeguarding research topics utilising research methodology.

To ensure that health practitioners deliver services to safeguard children/adults based on sound best evidence.

To work closely with SARC Lead Nurse/ Safeguarding Lead to establish a robust monitoring and audit process for safeguarding children/adults, which promotes improvement and of areas of good practice and development needs.

In conjunction with SARC Lead Nurse/ Safeguarding Lead co-ordinate the dissemination of action plans from Rapid reviews/ LCSPR and SAR ensuring the information is shared across health services, implementation of recommendations and auditing that change has occurred.

### **PHYSICAL SKILLS**

The post holder will be based within Exeter SARC but also required to travel to a range of venues for meetings and safeguarding duties.

A high level of concentration will be required for report writing. Flexible working will be required to meet the demands of the post.

Standard keyboard and IT skills

### **PHYSICAL EFFORT**

There is limited physical effort required for this role.

Driving is a requirement.

Requirement to carry laptop computer and/or projection equipment approximately (3Kg) to meetings for presentation purposes

### **MENTAL EFFORT**

Ability to switch tasks as a result of managing multiple strands of work as a result of interruptions and/or arising situations requiring urgent attention.

Frequent periods of prolonged concentration are required, some examples; when analysing information, writing reports and formulating policies, debriefing staff, attending strategy meetings and case conferences, occurs on half the shifts work on average.

Ability to meet high level deadlines within a limited timescale.

Respond to constant high risk demands for urgent advice and consultation.

There will be long periods of concentration and decision-making.

### **EMOTIONAL EFFORT**

The job holder will be exposed to emotionally demanding situations on a regular basis. They should behave consistently with the values and beliefs of the organisation and promotes these on day to day basis.

Able to act independently, decisively and effectively within responsible areas.

Able to effectively and appropriately deal with criticism and challenging people and situations.

Frequent exposure to highly distressing information and dealing with CSA/E, sexual violence, DA, sexual abuse/assault and trauma.

Ability to positively and creatively challenge current thinking in order to develop new and improved policy and working practices.

Able to influence others from partner agencies, to achieve national targets without any direct authority.

The post holder will require emotional resilience and maturity when exposed to highly distressing or highly emotional circumstances for example in working with patients and their families and staff in safeguarding situations, including professional conduct of serious disciplinary cases.

### **WORKING CONDITIONS**



The post holder may be exposed to some adverse environmental conditions, stressful situations, aggressive behaviour and a busy environment, as well as potential infectious diseases in the hospital or office setting.

A flexible working approach can be agreed with the line manager, including working from home, depending on service needs.

Travel across Devon & Cornwall according to service needs.

There may be exceptional occasions where the post holder is asked to be available/on call to provide advice to professionals out of normal working hours (this would be by agreement of manager and post holder).

### **OTHER RESPONSIBILITIES**

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

### **APPLICABLE TO MANAGERS ONLY**

- Leading the team effectively and supporting their wellbeing by:
- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from

harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

<b>Job Title</b>	Specialist Nurse Safeguarding - Sexual Assault Referral Centres, Exploitation and Sexual Health
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Registered Nurse	E	
Qualified professional with current NMC registration	E	
BSc Specialist Practitioner or equivalent experience	E	
Masters level qualification or equivalent experience	E	
Relevant and significant post registration experience in safeguarding	E	
Evidence of working with children's and adult safeguarding issues at a senior level	E	
Significant experience in Safeguarding Supervision	E	
Evidence of continuing professional development	E	
<b>KNOWLEDGE/SKILLS</b>		
Understanding of safeguarding issues across disciplines & agencies	E	
Ability to promote understanding & incorporation of equality and diversity within safeguarding practice	E	
Role model best practice in safeguarding individuals	E	
Reflective approach to practice	E	
Able to communicate clearly and succinctly both verbally and in writing	E	
To have knowledge of the law relating to Child Protection /Child Sexual Abuse/ Exploitation/ Sexual Violence/ Sexual Assault/Adult Safeguarding/Mental Capacity Act/Domestic Abuse	E	
<b>EXPERIENCE</b>		
Clinical experience of managing safeguarding cases and highly sensitive information	E	
Clinical experience of managing safeguarding cases relating to CSA/E, sexual violence/ assault and DA	E	
Evidence of working across agencies and boundaries	E	
Effective multi-disciplinary/multi-agency working	E	
Evidence of continuous professional development	E	

Experience of supervising staff	E	
Innovative, able to problem solve and to produce effective improvement strategies	E	
Significant Safeguarding Experience	E	
Experience of designing and delivering training	E	
<b>PERSONAL ATTRIBUTES</b>		
Enthusiastic, highly motivated and committed to developing the service in the best interests of all users	E	
Able to be assertive when necessary and remain calm in a busy environment	E	
Able to work proactively and constructively, independently and within a multi-disciplinary team	E	
Excellent communication and negotiation skills	E	
Ability to travel across Devon & Cornwall and to other areas	E	
Driving licence	E	
Flexible in working arrangements	E	
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required.	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				F
Heavy manual handling (>10kg)	N				
Driving	Y			M	
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			M	
Mental Effort	Y				F
Emotional Effort	Y				F
Working in isolation	Y			M	
Challenging behaviour	Y				F