

JOB DESCRIPTION

JOB DETAILS	
Job Title	Safeguarding Specialist
Reports to	Senior Safeguarding Practitioners
Band	Band 6 – subject to formal consistency checking
Department/Directorate	Safeguarding / Corporate Nursing

JOB PURPOSE
<p>The post holder will deputise for the Senior Safeguarding Nurse.</p> <p>Provide specialist advice and support on adult and children safeguarding issues, domestic abuse, allegations, modern slavery and Prevent to all staff within the Trust.</p> <p>Assist the Trust and staff in their duty to protect adults and children from harm and abuse.</p> <p>Provide robust and flexible safeguarding training for all Trust staff.</p> <p>To provide accessible, accurate and relevant information to staff within the Trust consistent with the requirements of the safeguarding policies.</p> <p>To work with the Senior Safeguarding Nurses to implement safeguarding services within the Royal Devon University NHS Healthcare Trust</p> <p>Assist the Senior Safeguarding Nurse in providing reports as part of Section 42 safeguarding enquiries, rapid reviews/safeguarding practice reviews/safeguarding adult reviews/domestic homicide review processes and any other safeguarding investigations.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To provide advice and guidance to staff in the Trust on all aspects of adult and child safeguarding, including Domestic abuse, Prevent, Modern Slavery ensuring that staff understand their role and responsibilities in these areas. Act as a resource and provide support to clinical areas on safeguarding patients by: <ul style="list-style-type: none"> Ensuring adherence to Trust policies, procedures and guidelines Maintain accurate and confidential records Offer expertise and advice to multidisciplinary team members Assist staff in undertaking their safeguarding role as appropriate with an emphasis on staff development rather than the creation of dependency using diplomacy, tact and negotiation to influence change in practice by accurately identifying, assessing, implementing and evaluating different strategies to achieve identified goals. Under the direction of the Senior Specialist Professionals and Safeguarding Operational Leads the post holder will undertake: <ul style="list-style-type: none"> Regular audits of practice The development of action plans to address any issues identified The promotion of education programmes to address issues The evaluation of the effectiveness of action plans and education delivered Support the Senior Specialist Safeguarding Practitioners in contributing to Devon's Safeguarding Adult Reviews/Domestic Homicide Reviews, Child Safeguarding Practice

Reviews/Rapid Review processes, writing reports and disseminating and implementing the findings and recommendations.

- Under the direction of the Senior Specialist Safeguarding Practitioners, produce written reports as part of Section 42 safeguarding enquiries and any other safeguarding investigations within the Trust.
- To raise awareness of domestic abuse and provide specialist support to staff to undertake the relevant risk assessments, safety plans and referrals as per the domestic abuse policy
- To work with the Health IDVA's to support and provide highly specialist advice to patients, clients/carers and staff within the Trust when disclosures of domestic abuse are made by patients and/or staff.
- To attend and represent the Trust at MARAC meetings to support the sharing of appropriate and proportionate information in order for a Multi-Agency Risk Assessment and Safety Plans to be devised.
- Work in partnership with members of the MCA/LPS Lead Team to ensure that staff comply with the Mental Capacity Act.
- To provide ad-hoc, 1-1 and group supervision to staff throughout the Trust to support staff adherence to the Safeguarding Supervision Policy
- To 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.
- Under the direction of Senior Safeguarding Specialists, represent the Safeguarding Team at Trust safeguarding meetings and committees as required by the Safeguarding Operational Leads.
- Be aware of and provide guidance to staff with regard to the Trust's Prevent strategy.
- Undertake project work under the direction of the Senior Safeguarding Specialists and Safeguarding Operational Leads.
- Facilitate good standards of record keeping, report and statement writing.
- The post holder will document and communicate clear safeguarding management plans to the clinical teams concerned with individual patient care
- Liaise with key external safeguarding partners in Devon e.g. Police, Social Care, Education, other health providers, ICB etc. to ensure robust relationships.
- Attend safeguarding strategy meetings and case conferences as requested by the Senior Safeguarding Specialist Practitioners or Safeguarding Specialist Operational Lead either as a support to staff and/or as a representative of the Trust.
- Emphasise and promote the importance of good discharge planning and follow-up for patients discharged from our care, specifically where there have been safeguarding concerns

- 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.
- Work with the Safeguarding Team to provide safeguarding supervision to staff as required, ensuring effective case management is in place for complex situations when there are safeguarding concerns.
- Carry out any other appropriate roles and responsibilities duties as agreed by the Safeguarding Specialist Operational Lead.
- Work with Trust staff to promote safeguarding and to identify relevant cases.
- Work closely with safeguarding colleagues to ensure timely review and response to safeguarding referrals.
- Maintain a high profile within the clinical environments to enhance clinical relationships and maintain personal practice knowledge and skills where appropriate by providing safeguarding support and advice.
- Promote good communication links at all levels in respect of adults and children about whom there are concerns in line with local information sharing protocols to achieve better outcomes for adults and children.
- Establish and maintain effective relationships with Safeguarding Champions, Ward managers, and other members of the multidisciplinary team within divisions to plan and facilitate changes and innovations in safeguarding practice.
- Use developed professional safeguarding skills and knowledge to challenge practice and facilitate staff to find solutions to identified problems and safeguarding concerns.
- Promote Early Help and Think Family agenda across all clinical areas.

KEY WORKING RELATIONSHIPS

No. of staff reporting to this role: +/- 2.

The post holder is required to deal effectively with staff at all levels throughout the Trust as and when required on a day to day basis.

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:

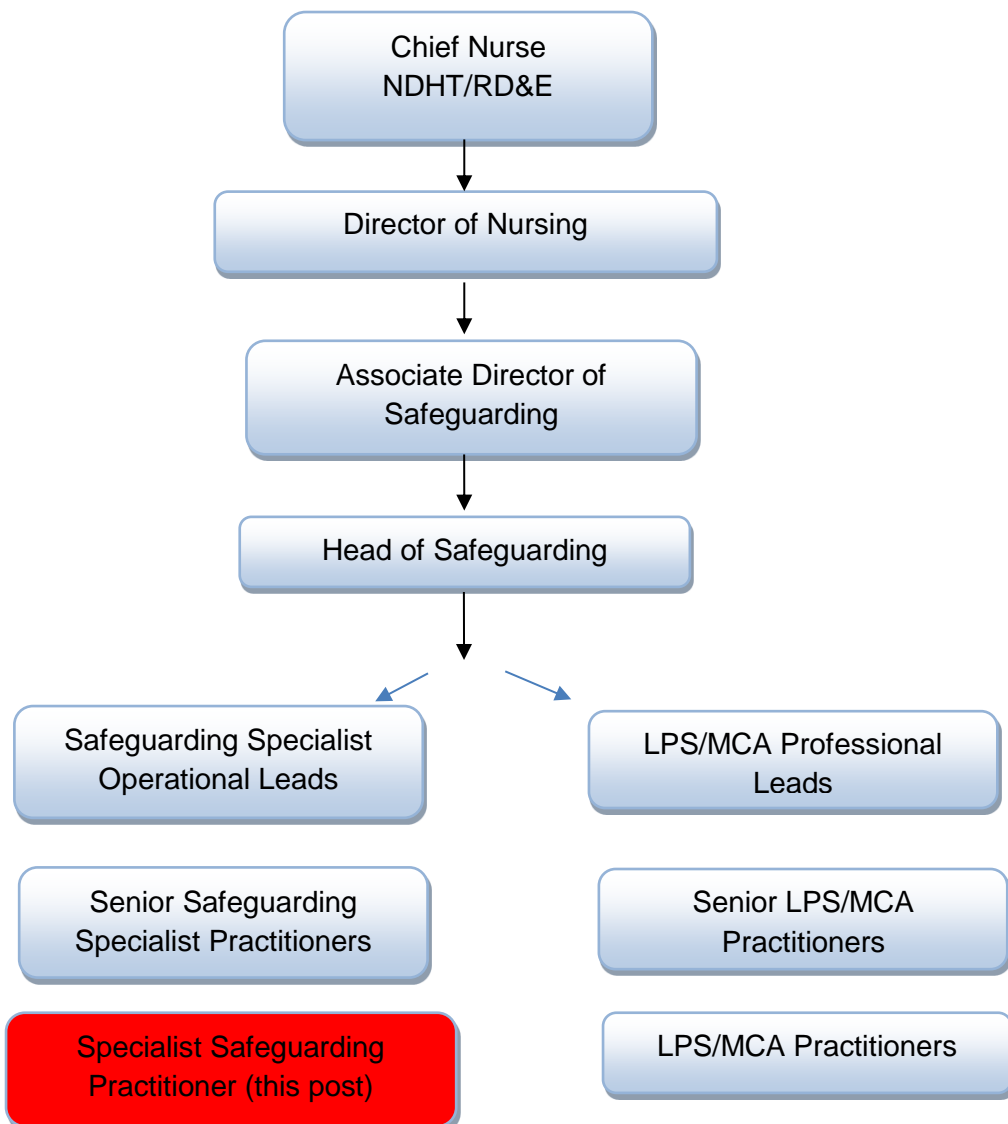
Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Associate Director of Safeguarding • Head of Safeguarding • Safeguarding Specialist Operational Lead • MCA Lead Professionals • MCA Team • Matron Care Groups • Senior Safeguarding Nurses • Safeguarding Specialists • Named Doctor for Safeguarding Adults 	<ul style="list-style-type: none"> • Safeguarding Teams across Devon and the Peninsula • Local Authority Safeguarding Hubs • Devon Safeguarding Children Partnership and Torbay and Devon Safeguarding Adult Partnerships • Devon & Cornwall Police • Third sector organisations and stakeholders • Domestic Abuse Organisations. Fear Free NDADA including the Domestic

- Named Doctor for Safeguarding Children
- Named Midwife
- Safeguarding Midwife
- Health IDVA's
- Employee Resolution and support team
- Safeguarding Admin Team
- Learning Disability Liaison Nursing Team
- Patient Safety and Experience Team
- PALS
- Clinical Teams

and Sexual Violence Lead for Devon CCG

- Safeguarding Leads in partner agencies and Education
- Peninsula-wide Multi Agency Safeguarding Hubs and Early Help Leads
- Domestic Abuse Multi Agency Risk Assessment Conferences/ Multi Agency Public Protection
- Safeguarding Leads and teams in partner agencies

ORGANISATIONAL CHART



FREEDOM TO ACT

The role will include a combination of routine and complex queries.

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, deciding when it is necessary to refer to the Senior Safeguarding Specialist Practitioners or other members of the Senior Safeguarding Team.

The post holder works under the guidance of Senior Safeguarding Specialist Practitioners or other members of the Senior Safeguarding Team and provides specialist safeguarding advice to all members of Trust staff at all levels. They will seek advice as necessary from colleagues in the Safeguarding Team.

The post holder will be guided by various teams they work alongside and with Safeguarding Team and MCA team members as well as Trust policies and procedures, using their own initiative and seeking advice from Managers and the team as required.

The post holder is expected to work autonomously, demonstrate a high level of professional judgment, and prioritise actions based on the severity and urgency of safeguarding concerns. They must also balance routine responsibilities with more complex, long-term case management and multi-agency collaboration.

COMMUNICATION/RELATIONSHIP SKILLS

Communicates highly sensitive, confidential information concerning patients or clients requiring empathy, persuasion and reassurance. Some may have special needs; patients or clients may be hostile, antagonistic but the post holder must provide a trauma informed approach.

The postholder will be required to communicate in verbal, written and electronic format.

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 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.

Communication of complex and highly sensitive information safely between health professionals, agencies and outside Trusts will also be required.

ANALYTICAL/JUDGEMENTAL SKILLS

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 their judgement to assess risks and manage solutions safely and appropriately to safeguard the person at risk and their family if required.

To review, assess and appropriately action all safeguarding concerns raised by staff, MASH request for support forms and/or Safeguarding Children Liaison Forms. To share any additional relevant information available to RDUH with multi-agency partners.

To support staff across RDUH in identifying and acting appropriately when they have safeguarding concerns about children or adults with care and support needs via liaison and communication with all departments that work with them.

PLANNING/ORGANISATIONAL SKILLS

The post holder will be expected to organise their own day-to-day activities, planning of straightforward tasks and organising complex on-going activities such as safeguarding compliance, investigation, reviewing and analysing cases and information. The activities are often complex because they involve balancing differing priorities, such as legal requirements, individual needs, operational constraints, and

ethical considerations. The activities are also on-going in that safeguarding is a continuous process. This includes ongoing assessments of risks, regular reviews of procedures, and adapting to emerging challenges and new safeguarding concerns. The role demands constant attention to both reactive (responding to incidents or new developments) and proactive (planning and prevention) actions, which ensures safeguarding standards remain high over time.

The post holder will be responsible for managing a caseload of safeguarding concerns, ensuring that each case is logged, tracked, and reviewed within the appropriate timescales. They will need to manage their time appropriately to follow up on cases, attend relevant meetings, and ensuring documentation is up to date.

The Post holder will be required to liaise with other professionals, such as doctors, social workers, police or other multi-agency practitioners, to discuss safeguarding concerns, providing updates on cases, and coordinating actions. This requires the nurse to plan daily communication with a variety of professionals to ensure collaborative working.

In situations of serious harm or death involving a vulnerable person, the post holder may be responsible for supporting a Safeguarding Practice Review. This may include gathering relevant information, liaising with other professionals, and ensuring that findings are documented and disseminated for lessons learned and service improvement.

Planning and implementing audits of safeguarding cases to ensure compliance with NHS policies and to identify areas for improvement. This includes organising audits of case files, gathering staff feedback, and presenting findings to senior safeguarding leads.

The post holder should be able to competently deliver a high standard of evidence-based training. The expectation is that training can be delivered monthly but frequency will also depend on Trust needs, any recent updates in safeguarding legislation or practice and/or identified learning from Safeguarding Practice Reviews.

PATIENT/CLIENT CARE

Develops and implements specialist programmes of care; gives highly specialist advice to patients, clients or carers

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

Support staff involved in safeguarding practice.

Provide safeguarding clinical supervision to clinical staff/teams within the Trust. This will include regular, structured sessions aimed at supporting and developing staff's safeguarding knowledge and practice. This may occur on a monthly or quarterly basis, depending on the needs of the team and the complexity of the cases they are handling. The post holder will also be required to provide ad-hoc supervision as required to Trust staff, this may be on a daily basis

Provide specialist safeguarding advice and support to identified and trained safeguarding supervisors within the Trust.

Provide support and facilitate debriefing for staff involved in complex safeguarding cases.

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

To ensure that the perspective of the person at risk and the promotion of anti-discriminatory practice are incorporated into all aspects of safeguarding practices.

POLICY/SERVICE DEVELOPMENT

Follows policies, makes comments on proposals for change/implements policies and proposes changes to working practices or procedures in own work area.

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.

To provide advice, support and training to:

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

Providing supervision, support and specialist advice to staff at all levels within the organisation.

To take an active role in providing safeguarding children supervision.

To deliver and review safeguarding children training in line with statutory requirements. To deliver training each month, or more often if required.

INFORMATION RESOURCES

Maintains work-related records.

The post holder will be responsible for recording their own information and entering data using computer software.

Supporting staff in understanding responsibilities of legislative frameworks in relation to information sharing in adult and child safeguarding.

RESEARCH AND DEVELOPMENT

To contribute to the identification and participation in appropriate safeguarding research topics utilising research methodology.

To identify and agree their own development needs through the Knowledge and Skills Framework (KSF).

PHYSICAL SKILLS

The post holder will be required to have standard keyboard skills.

Well-developed listening skills.

PHYSICAL EFFORT

There is limited physical effort required for this role. The ability to travel between sites is required.

There is a requirement to carry laptop, computer and/or projection equipment approx. (3Kg) to meetings for presentation purposes.

MENTAL EFFORT

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

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

The role requires sustained mental focus when assessing complex information, reviewing detailed records, and preparing reports on a daily basis. This involves critically analysing safeguarding concerns, collating data from multiple sources, and documenting findings accurately. Assessing complex information is a consistent and frequent part of the role and due to the urgent and often unpredictable nature of safeguarding you may have multiple interruptions every hour of the working day.

The ability to meet high level deadlines within a limited timescale.

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

EMOTIONAL EFFORT

The post 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 promote these on a day to day basis.

Be able to effectively and appropriately deal with criticism and challenging people and situations.

Frequent exposure to highly distressing information and dealing with adult & child abuse and trauma.

The post holder will require emotional resilience and maturity when exposed to highly distressing or highly emotional circumstances.

WORKING CONDITIONS

The post holder may be exposed to some adverse environmental conditions such as noise, stressful situations, aggressive behaviour and a busy environment.

Occasional travel across the county and sometimes regionally and nationally.

The post holder may be required to work across RDUH sites.

The role also involves extensive use of visual display equipment (VDE) for reviewing records, analysing data, and writing reports. This requires prolonged periods of screen time, which can contribute to eye strain and the need for regular breaks to maintain focus and reduce discomfort.

OTHER RESPONSIBILITIES

The post holder will be required to take part in regular performance appraisals.

Undertake any training required in order to maintain competency including mandatory training, e.g. fire safety.

Contribute to and work within a safe working environment.

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves 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 (DSE) if appropriate to the 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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimizing the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Safeguarding Specialist
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING <ul style="list-style-type: none"> Relevant Professional Qualification which could include RGN, RSCN/RCN or Social Work Current professional registration: NMC, AHP, Social Post Graduate Diploma qualification or equivalent experience Evidence of continued professional development safeguarding Degree level qualification/Specialist Practitioner or relevant health or social care degree or equivalent experience Safeguarding specific qualifications Teaching qualification/equivalent experience or equivalent experience Management or Leadership qualification or equivalent experience 	E E E E E E E	D
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> Understanding of safeguarding issues across disciplines & agencies Awareness and working knowledge of latest safeguarding legislation, guidelines and best practice relating to child protection/adult safeguarding/MCA/domestic abuse/Prevent/Modern Slavery/PIPot Ability to promote understanding & incorporation of equality and diversity within safeguarding practice Role model best practice in safeguarding individuals Reflective approach to practice Able to communicate clearly and succinctly both verbally and in writing. Have a sound knowledge of confidentiality Effective multi-disciplinary/multi-agency working Excellent reporting, writing, presentation and IT skills. Supervision Skills Ability to prioritise work and manage deadlines Ability to work for and as part of a team Ability to work independently and on own initiative 	E E E E E E E E E E E	D
EXPERIENCE <ul style="list-style-type: none"> Demonstrable experience and practice in safeguarding children and/or adults or domestic abuse Experience of working across agencies and boundaries Experience of delivering safeguarding supervision Demonstrable experience in delivering training and education packages to a range of professionals Evidence of report writing. Competency in providing safeguarding advice and processes 	E E E E	D D D

<ul style="list-style-type: none"> • Evidence of ability to manage safeguarding or clinical cases with highly sensitive situations. • Demonstrate the ability to use transferable skills into safeguarding practice 	E	
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Sound clinical leadership skills and decision making capabilities. • Ability to effectively lead and manage a team • Enthusiastic, highly motivated and committed to developing the service in the best interests of all users • Able to be assertive when necessary and remain calm in a busy environment • Able to work proactively and constructively, independently and within a multi-disciplinary team • Excellent communication and negotiation skills • Ability to deal with highly distressing and/or emotional cases or information. 	E E E E E E E	
OTHER REQUIREMENTS <ul style="list-style-type: none"> • Flexible in working practice • Ability to travel and work across Trust sites • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust 	E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
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				
Risks requiring Other Health Surveillance					
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				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y			X	
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y	X			
Mental Effort	Y			X	
Emotional Effort	Y				X
Working in isolation	Y		X		
Challenging behaviour	Y			X	