

Job Description



Job Title: Safeguarding Children Advisor/Nurse	Service Area: SERVICE AREA	
Directorate: DIRECTORATE	Post Number:	Evaluation Number: JE 3696
Grade: P05	Date last updated: July 2017	

Overall Purpose of Job

The post holder will be part of a team providing child protection advice, support and training to staff across the Children Health workforce.

The post holder will provide a comprehensive liaison service (for children under 19 years and their families), ensuring continuity of care services and to make appropriate recommendations for service development.

They will be responsible for providing supervision in child protection to staff across the 0-19 service in order to support their work with vulnerable children.

They will work with the wider Safeguarding workforce to ensure an effective governance framework is in place.

They will undertake rotation between safeguarding roles across the Children's Health (e.g. from Paediatric Liaison Health Visitor role to Safeguarding Children Team, Children's Triage Team to School Health/Health Visiting teams).

Job Context

The post holder reports to a member of the Senior Management Team such as the Named Nurse.

1. The post holder has supervision responsibility for community nurses e.g. Health Visitors and School Nurses.
2. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
3. The post holder would be expected to provide 1:1 and group supervision.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Child Protection

Provide advice and expertise regarding child protection to staff across Children's Health working in partnership with other Safeguarding leads and other members of the CYPS team, including the Newham Safeguarding Children Board (NSCB) to ensure safety and quality of service delivery.

Facilitate staff in developing their knowledge base in safeguarding children through training, supervision and advice.

Provide support to members of the team involved in child protection processes through support in attending child protection conferences, strategy meeting and other interagency professional meetings as the need arises.

Develop and maintain links with Paediatricians, midwives, nurses, specialist nurses, social workers and other specialist staff working at Newham University Hospital (Barts Health), and the Community Health Services (London Borough of Newham and East London Foundation Trusts).

To establish an effective system of communication in partnership with maternity departments to ensure that health professionals are informed of pregnant women who would benefit from additional support in the community.

To facilitate the appropriate sharing of information pathway between health professionals working in the hospital and the community, including ensuring that community staffs are appropriately involved in effective discharge planning/arrangement

Develop effective communication links with multi-agency partners in order to improve collaboration, promoting the welfare of children, including the Early Help Coordinators and other leads responsible for the Team Around the Child and Neighbourhood Action Meetings.

Work with the integrated neighbourhood team staff in developing and maintaining high standards of practice in providing services to vulnerable children and their families.

Provide advice in accordance with the current London Child Protection Safeguarding Children Board Child Protection Procedures.

2. Supervision

Work in partnership with other members of the Safeguarding workforce to ensure that the Child Protection Supervision Protocol is implemented and reviewed.

To provide child protection supervision to health professionals working with children and families in accordance with the Child Protection Supervision Protocol.

Provide Group Supervision with regards to child protection for newly qualified staff and staff new to the organisation.

Support attendance at court for nursing staff as required.

3. Liaison

Attend weekly psychosocial multidisciplinary meetings at Newham University Hospital (NUH) for Children's Ward (Rainbow), Emergency Department (ED), Neonatal Unit (NNU) and Maternity Unit, facilitating information sharing between appropriate professionals.

Receive PLHV/School Nurses notification, copy of interagency referral form/Notification of a child with a Child Protection Plan (CPP) for all children age 16 years and under who attend NUH and other hospitals, to determine according to agreed protocol the urgency for informing the family health visitor or school nurse, especially where child protection concerns occur.

Ensure that health visitors and school nurses receive Electronic Patient Record (EPR) Discharge Summary information about all children attending the ED. Ensuring that the health visitors and school nurses receive relevant information from ED notes identified by the hospital staff as being of concern.

Work closely with Child and Family Consultation Service (CFCS) according to agreed protocol in relation to school children attending Emergency Department with Mental Health issues including self-harm.

Work in collaboration with hospital staff i.e. Dietician, Children's Community Nurses Team, and Children Social Care to enable families to cope with a child's admission to hospital as well as safe discharge home.

4. Governance

Undertake audit of child protection processes in accordance with the organisation/or Newham Safeguarding Children Board's (NSCB) standards to monitor and improve standards of practice.

Assist the relevant staff in internal investigations relating to NSCB Management Alerts and Serious Case Reviews.

Ensure that recommendations from all NSCB Management Alerts and Serious Case Reviews are implemented within the agreed time scales.

Ensure staff are familiar with current London Child Protection Safeguarding Children Board Child Protection Procedures and internal policy, procedure and guidelines relating to safeguarding children and that these are followed once actual or potential child protection concerns are identified.

Ensure that staff are kept up to date with current safeguarding children legislation and evidence base for practice through key meetings, governance sub groups, seminars and training.

Assist in the development of policies, procedures and guidelines needed to support safeguarding children practice.

5. Training

Co-lead Safeguarding Children Training for health staff across the organisation at Level 1 in accordance with Safeguarding Children and Young people: roles and competences for health care staff (Intercollegiate document, March 2014) and Working together 2013.

Co-lead Safeguarding Children Training for health staff at Levels 2 and 3 as per the training within the organisation and contribute to multi-agency training.

Ensure staff new to the organisation have had a service specific induction with regards to Safeguarding Children procedure and processes within two months of being employed by the LBN.

Assist in the planning, implementation and evaluation of training programmes with the organisation and within the Newham Safeguarding Children Board. Identify training needs in relation to child protection.

Co-ordinate the development of service specific appropriate training in conjunction with other Safeguarding Leads and Service Managers.

6. Professional Development

Keep up to date with current changes in legislation and evidence based practice in relation to safeguarding children.

Participate in the appraisal process as per policy and ensure arrangements are in place for personal supervision in order to meet the requirements of both the Nursing and Midwifery Council and internal policy.

Ensure that practice is evidence based by engaging in training and development as identified and agreed with line manager in the staff appraisal process.

Undertake rotation between safeguarding roles across the Community Health (e.g. from School Health/Health Visiting to Children's Triage Team).

7. Other key Responsibilities

Provide quarterly child protection statistics to the School Nursing and Health Visiting Service and the relevant staff responsible for data analysis and performance within agreed time scales.

Work with other Safeguarding leads, members of the relevant governance groups and Service Managers to develop nursing practice, through identifying local needs, introducing national innovations and facilitating change.

Through example, supervision and audit ensure staff keep accurate and contemporaneous child protection records in line with policies and NMC guidelines.

Ensure that the welfare of vulnerable children is fully considered when services are establishing priorities and planning amendments to service delivery.

Take appropriate action to address clinical practice which has been found to be below an acceptable standard, in line with the Code of Professional Conduct.

Deputise for other members of the Senior Team as appropriate.

Note

*To act as consultant to service managers by providing development programmes which contribute to strategic culture change and the organisational development agenda for the Council, taking on board broadening national standards and the requirement to develop employees.

*The above mentioned duties are neither exclusive nor exhaustive and can be amended from time to time after consultation with the post holder.

*The post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager / Head of Service within the grading level of the post and the competence of the post holder

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Person Specification

Job Title: Safeguarding Children Advisor/Nurse	Service Area: SERVICE AREA- Children Services	
Directorate: DIRECTORATE - CYPS	Post Number:	Evaluation Number: JE 3696
Grade: P05	Date last updated: July 2017	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	Desirable	METHOD OF ASSESSMENT
KNOWLEDGE/SKILLS: Display an understanding of recent legislation affecting Health Visiting/School Nursing and other community specialist practitioners Understanding of the legislation and guidance underpinning safeguarding and child protection Demonstrate knowledge and understanding of safeguarding children/child protection issues and practice Ability to demonstrate evidence-based care and decision making that is responsive to the needs of children parents/carers Ability to analysis and interpret information and data, making timely and sound judgements and decisions Leadership skills	Evidence of further study regarding Child Protection / Safeguarding Children	Application and interview Application and interview Application and interview Application and interview Application and interview

Able to network across organisations and structures Ability to demonstrate excellent organisational and time management skills Prioritisation & organisational skills. Ability to respond proactively, quickly and flexibly to changing priorities Statistical skills Presentation skills Computer literate including Internet, email Word, Excel and database use Ability to produce good quality reports Excellent communication skills Working as part of a team and committed to equal opportunities.		Application and interview Application and interview Application and Interview Interview Application and interview Application and interview Interview Application and Interview Application and interview
EXPERIENCE: A minimum of three years' experience as a qualified Health Visitor/School Nurse Multi- agency/multidisciplinary working Experience of direct supervision of qualified and unqualified staff Experience of providing complex packages of care and interagency working Experience of teaching and assessing students Experience of managing conflict and difficult situations and to challenge and support others appropriately and assertively Experience of clinical audit, benchmarking and evaluation of services.	Leading training Developing and delivery projects Experience of first line management Experience as a clinical supervisor	Application Form and Interview Application Form and Interview Application and Interview Application and Interview Application and Interview Application and interview Application and Interview
Education/Qualification:		

RGN/RSCN/Child branch Post registration/graduate-Specialist Practice Qualification in Health Visiting/School Nursing Teaching Certificate (e.g. ENB 998/997) or equivalent mentorship training.	NSPCC Train the Trainers certificate Recordable qualification Child Protection Supervision (or willing to undertake) Recordable qualification in child protection (or willing to undertake)	Application
Communication: Excellent communication skills: • Verbal • Written • Electronic Highly developed facilitation/training/supervision skills Ability to be clear, concise and conscious of diverse learning styles in order to adjust delivery of message and approach.	Maintain contemporaneous record keeping using excellent communication skills including an ability to write concise and comprehensive reports Ability to assess, advise and refer appropriately in situations involving complex needs. Effectively uses specialist knowledge and communication skills to initiate and sustain open and honest interactions, recognising the individual and collective needs of professional agencies	Application and Interview Application and Interview Application and Interview
PERSONAL STYLE AND BEHAVIOUR: Ability to be professional, emotionally intelligent and able to communicate effectively in diverse situations. Ability to put the 6 Cs into practice The six Cs - care, compassion, competence, communication, courage and commitment.		Application Form/Interview/Test Application Form/Interview/Test
OTHER SPECIAL REQUIREMENTS:		Application

Willingness and ability to work occasional evenings and weekends to maintain service delivery. Some of the duties undertaken by this post [may/will] require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test. This post is subject to a [standard/enhanced] CRB check. The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended This post is exempt from The Rehabilitation of Offenders Act (1974).		Form/Interview Application Form/Interview/Test Satisfactory clearance at conditional offer stage Application Form Application Form
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