

## Our Values:

Honest Kind Learning Sustainable Ambitious Effective



## JOB DESCRIPTION

<b>Job title</b>	<b>Head of Safeguarding (Adults and Children)</b>
<b>Accountable to</b>	Director of Quality Governance
<b>Location</b>	Based at the main Hospice in Pembury, Kent, with potential requirement to work at other locations within West Kent and East Sussex.
<b>Direct reports</b>	None
<b>Scope &amp; Job Purpose</b>	<p>The safeguarding of both adults and children is seen as 'core' at Hospice in the Weald (HitW) and is a vital part of all service delivery and wider activity. HitW believes there should be a proactive approach towards Safeguarding, including implementation of Mental Capacity Act (MCA). Priority will be given to developing confidence and competence in safeguarding matters for all workforce groups. This role is fundamental to ensure safe and effective care and to provide quality assurance to the Board of Trustees, Executive Team, and Hospice Leadership Team (HLT).</p> <p>The Head of Safeguarding will support the delivery of HitW strategic and operational objectives in the delivery of safeguarding adults and children. The post holder will have an extensive in-depth knowledge of safeguarding adults, children and MCA including Deprivation of Liberty Safeguards (DoLS). The post holder will report directly to Director of Quality Governance and support The Director of Clinical Excellence, Director of Care and Associate Director for Children and Young People's Services as well as the wider organisation.</p> <p>This is a key role working closely with the Trustee Lead for Safeguarding, Executive Lead for Safeguarding, Named Professional for Safeguarding Adults and Named Nurse for Safeguarding of Children and Young People. The post holder will also provide advice and support to Safeguarding Champions across the organisation to deliver the HitW safeguarding agenda. The post holder will ensure safeguarding activity is robust and in line with statutory and regulatory requirements. This includes maintaining compliance with commissioning and partnership standards, national and local guidelines and best practice.</p>

	<p>The post holder will act as the point of co-ordination for safeguarding of all ages across HitW, supporting the implementation of local and national, regional and local policy initiatives.</p> <p>The post holder will lead development in different areas essential to the safeguarding of adults and children. This will include training, supervision, audit, PREVENT, input into multi-agency hubs, domestic abuse, modern slavery, safeguarding adult reviews and children safeguarding practice reviews. As well as a key role in ensuring learning and recommendations are implemented in a timely way across HitW.</p> <p>Integral to the role is providing visible leadership and expert advice, fostering and creating a supportive ethos to empower the workforce to contribute to the delivery of high-quality safeguarding practice across the organisation, working in partnership with the wider organisation and external statutory services.</p> <p>Promote excellence in All Age safeguarding processes and practice.</p>
<p><b>Key responsibilities</b></p>	<p><b>Deliverables/outcomes</b></p> <p>To independently provide senior leadership and expertise on all safeguarding matters, including those that are complex and serious.</p> <p>Provide senior safeguarding leadership when working collaboratively with other external agencies and across geographical boundaries to ensure a seamless approach to safeguarding adults and children.</p> <p>Provide leadership in managing safeguarding responses for complex, high risk cases including supporting workforce through this process and ensuring robust de-brief and supervision processes are in place following traumatic or stressful situations related to safeguarding. Alongside relevant workforce members, ensure that statutory requirements for multi-agency care reviews are met, actions plans developed and continuously reviewed through the safeguarding governance processes.</p> <p>Attend and support relevant workforce members to partnership and multi-agency safeguarding meetings as appropriate.</p> <p>Promote a shared responsibility of safeguarding 'is everyone's business', embedding this into HitW culture and values, creating an environment of safety, that contributes to the development of an open, learning and safe culture.</p> <p>Provide expert specialist advice to the Trustees and Executive team on all aspects of safeguarding as required.</p>

	<p>Provide regular safeguarding reports and assurances to the relevant Governance meetings, this will include an annual safeguarding report for all ages.</p> <p>Support workforce when providing highly sensitive and complex information to relatives and to senior professionals in other agencies when referring an adult or child who is suspected to have suffered significant harm.</p> <p>In conjunction with the Executive Lead for Safeguarding, identify and implement changes to clinical practice in safeguarding using expert change management skills along with negotiation and motivation skills.</p> <p>Develop, implement and maintain safeguarding, MCA and DoLS policy and practice throughout HitW ensuring there is a robust system of audit to monitor effectiveness and compliance. This will include risk management, evidenced based practice and learning from incidents and near misses.</p> <p>Provide expert oversight and advice to workforce in relation to MCA and DoLS. To ensure that standards are appropriately applied so that patients are cared for in the least restrictive manner within the options available to them. Ensure that all DoLS applications are completed and processed.</p>
	<p><b>Management &amp; Leadership</b></p> <p>The post holder is required to deal effectively with workforce at all levels throughout HitW. They will be responsible for all aspects of Adult and Children’s Safeguarding and MCA and PREVENT.</p> <p>The postholder will be expected to work autonomously to ensure that areas within the safeguarding and MCA agenda achieves its objectives with particular focus on planning, policy and service development.</p> <p>The post holder will be expected, in collaboration with the Trustee responsible for safeguarding and the Director of Quality Governance, to interpret safeguarding policies, advising senior staff across HitW how these should be implemented.</p> <p>Regularly attend relevant meetings, representing the Hospice internally and externally as the subject matter expert for safeguarding. Provide mentorship and coaching to workforce</p> <p>Work with the Associate Director of Children and Young People to ensure effective delivery of transition care to young people aged 14 years and over, including proactive offers of support at appropriate age-points. Establish and build professional relationships with</p>

	<p>professionals/ networks that progress effective psychosocial and transition care.</p> <p>Contribute to the induction of new staff and volunteers as appropriate, ensuring they are aware of all necessary procedures, policies and information necessary to carry out their role in relation to safeguarding, MCA and DoLS.</p> <p>Promote evidence-based practice and critically appraise and synthesise the outcome of relevant research, evaluation and audit in all matters relating to adult and children’s safeguarding.</p> <p>Partake in the monitoring of services to ensure effectiveness and respond to feedback from service users as appropriate.</p> <p>Lead robust monitoring and audit processes which identify areas for improvement, good practice and development needs across safeguarding and related areas.</p>
	<p><b>Communications &amp; Teamwork</b></p> <p>Key relationships include: Trustees, Executive Team and Hospice Leadership Team. As well as Team manager , Kent / Sussex MCA &amp; DoLS; Service manager , Kent / Sussex adult social care; Service manager, Kent / Sussex Children’s social care; Hospice network</p> <p>The post holder is required to have highly developed communication and leadership skills that reflect and promote the values of HitW and act as a role model for all workforce. The post holder will work collaboratively with other senior professionals across HitW to ensure the organisation is meeting its responsibilities in safeguarding.</p> <p>Establish and maintain excellent relationships across the Hospice with staff and volunteers, promoting safeguarding strategies and plans, and actively supporting clinician engagement and patient, family and carer involvement.</p> <p>Maintain effective links with national and regional bodies, synthesising best practice, updates and ideas where there would be benefit to the delivery of high quality care at the hospice.</p> <p>As part of the Hospice Leadership Team, champion and implement collaborative working across the organisation.</p> <p>As part of the Hospice Leadership Team, be accountable for the collective decisions and Hospice wide communications.</p> <p>Participate in the Hospice Leadership Team on call rota</p>

	<p>Communicate effectively internally and externally – ensuring the flow of appropriate information throughout the organisation</p> <p>At all times act in a manner consistent with the values of the Hospice.</p> <p>Participate in the hospice leadership team on-call rota.</p>
	<p><b>Working with Due Diligence</b></p> <p>Lead, as appropriate, on investigations as necessary and advise on terms of reference for complex investigations. Provide advice on implementation of remedial actions identified as a result of incidents and complaint investigations and take lead on action plans where required.</p> <p>Undertake horizon scanning, reviewing and analysing new regulatory developments and provide advice, working as necessary on their implications/ recommended course of action.</p>
	<p><b>Training and Development</b></p> <p>Lead on the development and delivery of a programme of education and specialist evidenced-based training to deliver high quality safeguarding training throughout HitW to enable clinical and non-clinical workforce to achieve and maintain competency in safeguarding to their level of responsibility. Ensuring national and local requirements are incorporated.</p> <p>Develop professional knowledge and skills of HitW teams, to respond to evolving needs within children’s and adult palliative care, including young people transitioning to adult services.</p> <p>Work with the Heads of care services to identify current and emerging training needs across the clinical areas.</p> <p>Facilitate learning and increase self-awareness of resilience and burnout.</p> <p>Ensure a provision of specialist safeguarding supervision.</p> <p>Maintain own professional registration and uphold professional codes of conduct and standards.</p> <p>Maintain a high level of knowledge and competence with safeguarding legislation including the MCA, Gillick competency and DoLS national, regional and local procedures and practices.</p> <p>Undertake statutory and mandatory training as required by Hospice in the Weald and participate in additional required training and development activities.</p>

	<p>Take an active role in identifying gaps in knowledge and skills and how to address these.</p>
	<p><b>General</b></p> <p>Maintain professionalism through adherence to recognised codes of practice and guidelines and work within the boundaries of Hospice in the Weald policies.</p> <p>Maintain personal development through the Hospice Annual Review process, continuously updating and improving knowledge and skills and applying that knowledge.</p> <p>Engage in the use of information and communication technology (ICT) and achieve the required level of competence.</p> <p>Recognise the growing need for 24/7 working patterns and flexibility.</p> <p>Demonstrate Our Values through day-to-day interactions between colleagues as well as patients and those important to them.</p> <p>Strive for excellence at all times.</p> <p>This is a description of the job as it is now. Job descriptions are periodically reviewed and updated to ensure they reflect the job that is being performed and may lead to other duties that may be reasonably requested.</p>

## Person Specification

<b>Role Requirement</b>
Professional clinical or Allied Health Professional qualification with relevant professional body registration
Evidence of continuous professional development
Extensive experience and expertise in safeguarding, ideally with academic qualification
Experience of working in hospice, palliative or end of life care settings desirable
Experience of leading or reviewing safeguarding case reviews, IMRs and investigations, with evidence of continuous professional development in investigations
Qualified as a Mental Capacity Act/DoLS Best Interest Assessor desirable
Extensive and recent experience of interagency working in Safeguarding and public protection
Comprehensive knowledge of relevant case law and implications for practice, including the Mental Capacity Act and legislation related to safeguarding
Experience of delivering training on safeguarding at all levels
Ability to build personal and professional credibility with senior teams and workforce
Significant understanding of the regulatory requirements of safeguarding, Mental Capacity Act and DoLS
Highly developed leadership, negotiation and influencing skills with the ability to motivate, challenge and engage individuals and teams
Ability to communicate directly to individuals at all levels both within the organisation and across partner organisations
Ability to set out a clear advice and inspire others, together with an ability to transfer knowledge into deliverable plans
Ability to develop effective working relationships with key partners and influence a wide range of internal and external stakeholders to bring about positive change
Demonstrable understanding of current issues in health and social care
Demonstrable understanding of the challenges facing the hospice sector
Significant knowledge of healthcare investigation techniques and tools
Knowledge of regulations and guidance relating to the handling of complaints and legal claims
Highly skilled in communicating both verbally and in writing
Demonstrates evidence of HitW values
Ability to travel independently where required
Always able to deliver on time and quality
Excellent leadership skills
An ability to respond flexibly and demonstrate commitment to changing patterns of service
Committed to the continuous development of workforce and self
Competent with a variety of software packages and IT systems

## **Helping out - Fundraising Activities**

Hospice in the Weald is a registered charity and not part of the NHS. We rely on support from the community we serve, to enable us to develop and deliver our services.

Our amazing fundraising team work incredibly hard to put on a full calendar of events every year and we will ask you to help out at two events per year.

There is something for everyone and helping out is a great way to meet other staff and volunteers from across the organisation but above all it is fun!

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