

JOB DESCRIPTION

Job Title:	Safeguarding Facilitator
Band:	7
Reporting to:	Head of Safeguarding
Accountable to:	Executive Director of Nursing and Quality
Location:	Uffculme/Northcroft – Team bases, some home working / visits across sites.

Job Purpose

The role of the **Safeguarding Facilitator** is to assist and support the Head of Safeguarding in fulfilling the organisations statutory obligation to promote safeguarding best practice throughout the organisation.

The post holder will provide safeguarding expertise and leadership to aid the provision of appropriate safeguarding clinical practice in collaboration with the organisation's Safeguarding Named Nurses. This will include appropriate and informed translation of safeguarding related legislation and standards into clinical practice. They will deputise for the Named Nurses when required and will support the delivery of safeguarding training.

The post holder will provide support to operational managers and leaders to develop their oversight of safeguarding and adherence to policy within local teams.

The post holder will promote a 'Think Family' focussed approach to safeguarding.

Domestic Violence and Abuse and Prevent is included in our "definition" of safeguarding.

Job Summary

The post holder will be responsible for the development of safeguarding practice to fulfil the organisation's statutory and contractual obligations. This role will include the provision of safeguarding advice and support, supervision and training.

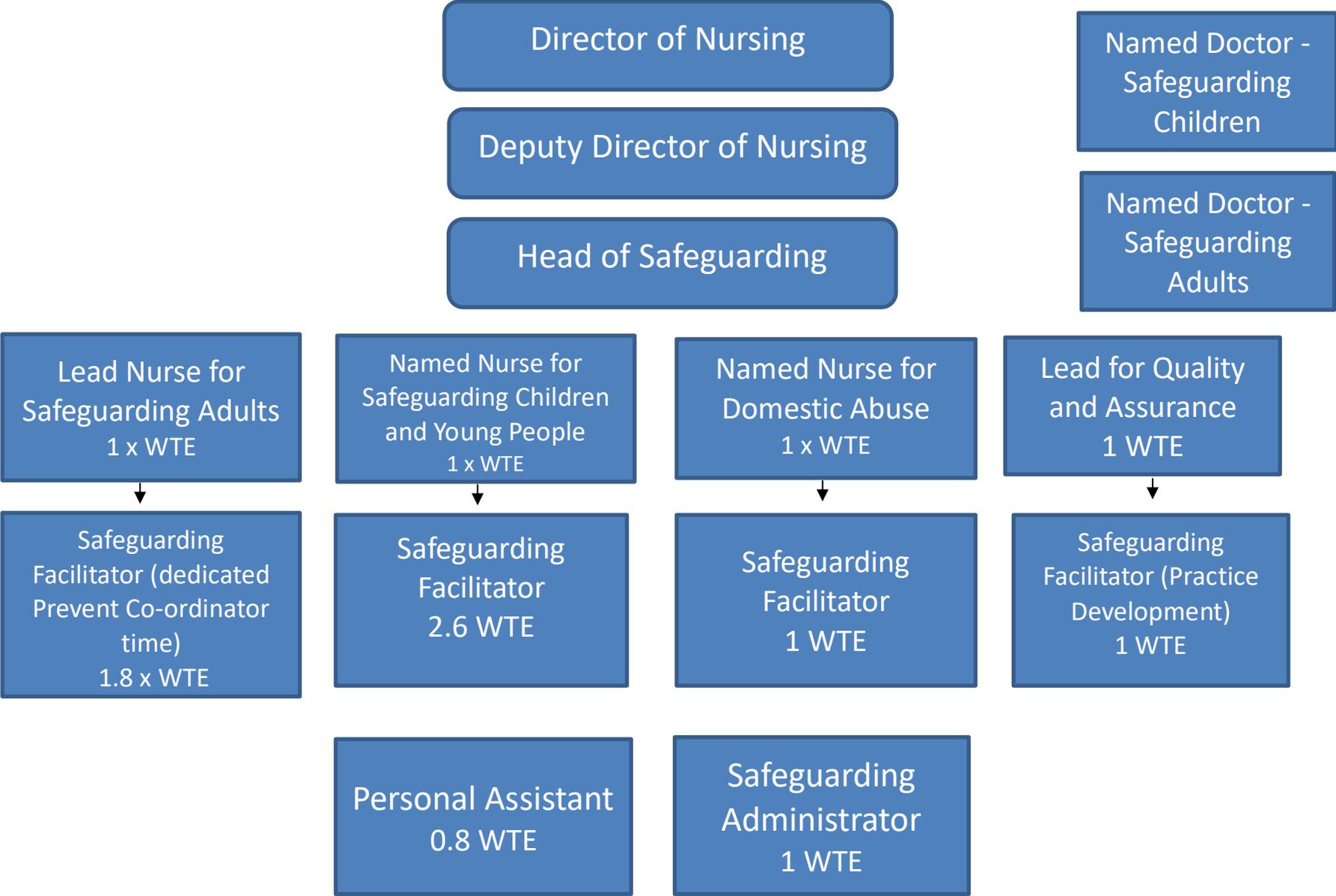
The post holder will work pro-actively across all Birmingham and Solihull Mental Health NHS Foundation Trust (BSMHFT) sites, with local relevant networks of safeguarding professionals and with the Local Safeguarding Board/Partnership Training Sub Groups to promote effective safeguarding practice.

The post holder will be part of the BSMHFT Safeguarding Team and will be expected to deputise for the Safeguarding Named Nurses and other Safeguarding Facilitators when necessary.

The Post Holder will be expected to contribute to Multi-Agency Safeguarding Hubs (MASH) and Multi-Agency Risk Assessment Conferences (MARAC) work when required to do so.

The post holder will deputise for the Safeguarding Facilitator responsible for co-ordinating Prevent and Channel.

Safeguarding Team Organisational Chart



Key Communications and Working Relationships

Internal:

- Deputy Director of Nursing
- Head of Safeguarding & Safeguarding Team
- BSMHFT Learning and Development Department
- Clinical Supervision Lead
- BSMHFT Clinical Managers, Matrons, Mental Health Professionals
- Service User and Carer Forums

External:

- Birmingham & Solihull Safeguarding Children Partnerships
- Birmingham and Solihull Adult Safeguarding Boards
- Local network of safeguarding professionals
- West Midlands Police Safeguarding Colleagues
- Local Authority Safeguarding Colleagues
- Birmingham Children's Trust and Solihull Children's Services
- Birmingham and Solihull ICB Interpersonal Violence Team

Principal Duties and Responsibilities

1.0 Learning and development

- 1.1 Will champion a positive safeguarding culture within the organisation by providing a comprehensive safeguarding advice and support function.
- 1.2 Will facilitate excellent clinical leadership of safeguarding practice within operational services.
- 1.3 Will provide specialist advice, in the context of mental health to other safeguarding professionals in the local safeguarding network.
- 1.4 Will provide expert advice and support in order to enable organisational compliance to required statutory, mandatory and contractual safeguarding supervision requirements.
- 1.5 Will provide direct safeguarding training and supervision to mental health professionals to support the safeguarding practice development facilitator when required.
- 1.6 Will champion a child-sensitive and family aware culture within the organisation and will embed a Think Family Approach to assessment, review and care planning.
- 1.7 Will promote individual practice within the Trust which is child and family focussed, placing the safety and welfare of children and young people and adults with support or care needs at the heart of assessment and intervention.
- 1.8 Will provide clinical leadership and specialist support on adult/child safeguarding matters regarding adult (parental) mental health to multiple partnership practitioners for example, the police and local authority social workers.
- 1.9 Will monitor and respond to safeguarding incident reports (Eclipse).
- 1.10 Will contribute to safeguarding reviews and facilitate the operational implementation of recommendations from such reviews.
- 1.11 Will facilitate safeguarding audits across the organisation.
- 1.12 Will contribute to and to facilitate safeguarding training.

2.0 Communication

- 2.1 Will actively contribute to the Trust Safeguarding Management Board in conjunction with the Head of Safeguarding.
- 2.2 Will work in collaboration with the Trust Learning and Development Department to create, communicate and disseminate safeguarding learning from reviews.
- 2.3 Will represent BSMHFT at relevant meetings and working groups, both internal and external to the Trust at the request of the Head of Safeguarding.
- 2.4 Will promote a culture of collaborative inter-agency working and communication in all areas of work in which safeguarding and domestic abuse is an issue.
- 2.5 Will work to support MASH (Multi-Agency Safeguarding Hub) processes such as Strategy Meetings and to provide additional information when requested to do so.
- 2.6 Will be responsible for working in partnership with statutory partners to exercise specific mental health Prevent duties and to deputise for Prevent Safeguarding Facilitator as necessary.

3.0 Research, Policy and Quality Standards

- 3.1 Will assist in the development and review of Trust safeguarding policies.
- 3.2 Will analyse complex safeguarding data and provide themed reports and audits as part of the Trust's Safeguarding Management Board Work Programme to improve safeguarding standards.
- 3.3 May be asked to contribute to Trust Serious Incident Reviews or Local Safeguarding Reviews at the request of the Head of Safeguarding.

4.0 Managerial

- 4.1 To effectively manage own time, prioritising commitments to enable timely and effective responses to unexpected, urgent incidents and external demands.
- 4.2 To deputise for other safeguarding team staff at the request of the Head of Safeguarding.

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure, and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures.

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work.

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures.

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline.

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves.

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance.

Therefore, the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections.

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene.

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene.

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time.

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct.

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation.

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required.

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate.

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and

to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you.

Work will be managed rather than supervised.

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments.

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the workplace.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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Job Description Agreement

Budget Holder **Signature**

..... **Name**

Post Holder **Signature**

..... **Name**

Date

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BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

PERSON SPECIFICATION

JOB TITLE: SAFEGUARDING FACILITATOR

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
TRAINING AND QUALIFICATIONS	<p>Evidence of continuing professional development & training in safeguarding and domestic abuse</p> <p>Evidence of providing training and supervision</p> <p>Educated to 1st Level Degree or equivalent experience</p>	<p>Qualification in Teaching, training and supervision</p> <p>Current professional qualification (Nursing)</p>	<p>Application form</p> <p>Certificates</p>
KNOWLEDGE AND EXPERIENCE	<p>Significant experience of working in the field of safeguarding and domestic abuse</p> <p>Experience of multi-agency working</p> <p>Comprehensive knowledge of the issues and legislation relating to child/adult safeguarding including the impact of domestic violence</p> <p>Experience of working with parents/children suffering from mental health/addiction problems and is able to reflect on the implications for the child and the family</p> <p>Experience of clinical supervision of staff</p> <p>Experience in the training and development of staff.</p>	<p>Experience at Band 7 or equivalent level.</p> <p>Experience of MARAC</p>	<p>Application form</p> <p>References</p> <p>Interview</p>

SKILLS	<p>Excellent inter-personal and communication skills</p> <p>IT skills</p> <p>Able to analyse complex data</p> <p>Report writing skills</p> <p>Proven presentation and training skills</p> <p>Supervision skills</p>	Pragmatic problem solving approach	<p>Application form</p> <p>References</p> <p>Interview</p>
PERSONAL QUALITIES	<p>Supportive and compassionate</p> <p>Resilient</p> <p>Good influencing skills</p> <p>Able to establish and develop effective working relationships across agency boundaries</p> <p>Highly organised</p>		<p>References</p> <p>Interview</p>
OTHER	<p>Preparedness to travel across Birmingham & Solihull</p> <p>Smart and presentable</p>	Ability to travel across Trust sites	<p>Occupational health clearance</p> <p>Application form</p> <p>References</p> <p>Interview</p>

Prepared by: Head of Safeguarding – updated March 2024