

SAFEGUARDING LEAD (MATERNITY COVER) JOB DESCRIPTION

JOB TITLE	Safeguarding Lead (Maternity Cover)
HOURS	Part Time – 25 to 30 hours per week, working ideally across Monday to Friday, however we are flexible for the right candidate. Fixed 12-month Position.
SALARY	£39,753 - £44,563 (<i>full time equivalent (FTE)</i>) depending on experience and knowledge
RESPONSIBLE TO	GP Partner Lead for Safeguarding (Clinically) The Practice Manager (Administratively)
JOB SUMMARY	The Safeguarding Lead will be the main point of contact for all safeguarding issues. The Safeguarding Lead will take responsibility for all safeguarding matters for both children and adults arising at the Practice and will support all staff members in dealing with any safeguarding concerns as and when they arise.
KEY DUTIES	<ul style="list-style-type: none"> • To update and monitor the Practice's safeguarding policies and procedures. • To ensure each staff member has access to, and understands, the Practice's safeguarding policies and procedures. • To attend / dial in to child protection and vulnerable adult safeguarding conferences and complete the necessary paperwork associated with this. • To respond to safeguarding related queries raised by staff members in a timely manner and support them in safeguarding duties as indicated. • To ensure the Practice is CQC compliant in relation to safeguarding at all times. • To deliver in house safeguarding training to staff members (particularly new starters) when required to do so. • To attend MDT & Safeguarding Lead meetings to discuss vulnerable patients and liaise with other health professionals to help support these vulnerable patients. • To follow up MASH, SWAST and Police referrals to ensure risks and concerns are appropriately assessed, recorded and acted upon.

	<ul style="list-style-type: none"> • To complete reports for patients being heard at MARAC and record outcomes of the decisions. • To represent the Practice at MASH, RCPC, ICPC, CIN and core group meetings. • To ensure learning from safeguarding cases is identified and shared across the Practice. • To ensure patient confidentiality, respect, and dignity is adhered to at all times.
OTHER DUTIES	<ul style="list-style-type: none"> • To liaise with external organisations and professionals such as the Police, Social Workers, Looked After Child (LAC) team, midwives, health visitors, CCG etc. (where appropriate). • To ensure practice is safe and effective and remains within boundaries of competence, and to acknowledge limitations • To utilise Arden's templates where appropriate and ensure all safeguarding consultations are recorded with accuracy and due diligence. • To save and discard patients appropriately (not to leave patient records open when unattended). • To add any additional information about patients into the patients' medical records such as contact details, next of kin details etc. • To act with professionalism and ensuring that ethical conduct is adhered to at all times. • To ensure infection control policies and procedures are maintained. • To keep the working area clean, tidy and professional whilst adhering to GDPR regulations. • To assist with training for new staff. • To assist with the gathering of statistics and information when required by the Practice and the CCG. • To work across different practices on an ad-hoc/when required basis. • It will be necessary to attend and contribute to various practice meetings as requested. <p>This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or Management Team.</p>

CONFIDENTIALITY

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this Job Description, the post holder may have access to confidential information relating to patients and their carers, Practice staff and other Healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.
- Not to enter patient records without clinical or administrative need to do so.

HEALTH AND SAFETY

- Using personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Actively reporting of health and safety hazards and infection hazards immediately when recognised and reporting potential risks identified.
- Keeping own work areas and general/patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role.
- Demonstrate due regard for safeguarding and promoting the welfare of children and vulnerable adults.

EQUALITY AND DIVERSITY

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

PERSONAL/PROFESSIONAL DEVELOPMENT

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

COMMUNICATION

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly