

Information pack for the post of

**Enhanced Safeguarding Co-ordinator for Domestic Abuse and Sexual Safety**

Safeguarding

Care Quality Directorate, Corporate

**Our values**

Following feedback from staff, public and patients at our three hospitals we have agreed our shared values for the Trust. From a long list of values, staff selected the most important ones.

How our staff live to these values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

The Trust board will monitor and review how the Trust performs against the values on a regular basis, to ensure we provide the best possible patient care.

## **Welcome to our Trust**

We are delighted that you are interested in a role at North West Anglia NHS Foundation Trust (NWAngliaFT). It is an exciting time for the Trust as we grow along with the 850,000 population we serve.

Now as a larger Trust, we offer an exciting expansion of opportunities to new applicants across five hospitals. We are a busy Trust, with just over 7,000 staff and a 400-strong team of volunteers helping patients and visitors.

We continuously strive to ensure our patients receive the right care, first time, every time.

As for living in the area, there is a wealth of choice with city living, small towns and villages all within reasonable commute to the hospitals. There are excellent schools and a wide variety of social and leisure activities to choose from.

So if you are looking to develop your career and want to do so in an environment which is challenging and growing we would encourage you to look further into a future with NWAngliaFT.



## Job Description

<b>Job Title:</b>	Enhanced Safeguarding Coordinator for Domestic abuse
<b>Clinical Area:</b>	All Patient areas
<b>Band:</b>	7
<b>Location:</b>	Your primary base will be PCH however travel between NWA Hospital sites will be required
<b>Hours of work:</b>	37.5 hours per week
<b>Reporting to:</b>	Adult Safeguarding Lead
<b>Responsible to:</b>	Adult Safeguarding Lead
<b>Accountable to:</b>	Head of Safeguarding

## Job Summary

North West Anglia Foundation Trust (NWAFT) is committed to tackling all forms of domestic abuse and sexual abuse, affecting people across their lifespan and promoting a 'Think Family' approach. The Safeguarding team is an established team of professionals, who have strong partnership working with Operational teams, Local Authority and multi-agency bodies, to ensure that we meet the statutory responsibilities whilst delivering safe and effective care to vulnerable individuals and families.

The Domestic Abuse Act 2021 promotes an integrated healthcare response to domestic abuse, and a systematic approach to transforming the health sector's response to domestic abuse. This includes partnership working across health and specialist services and a designated domestic Abuse Coordinator based in acute health settings.

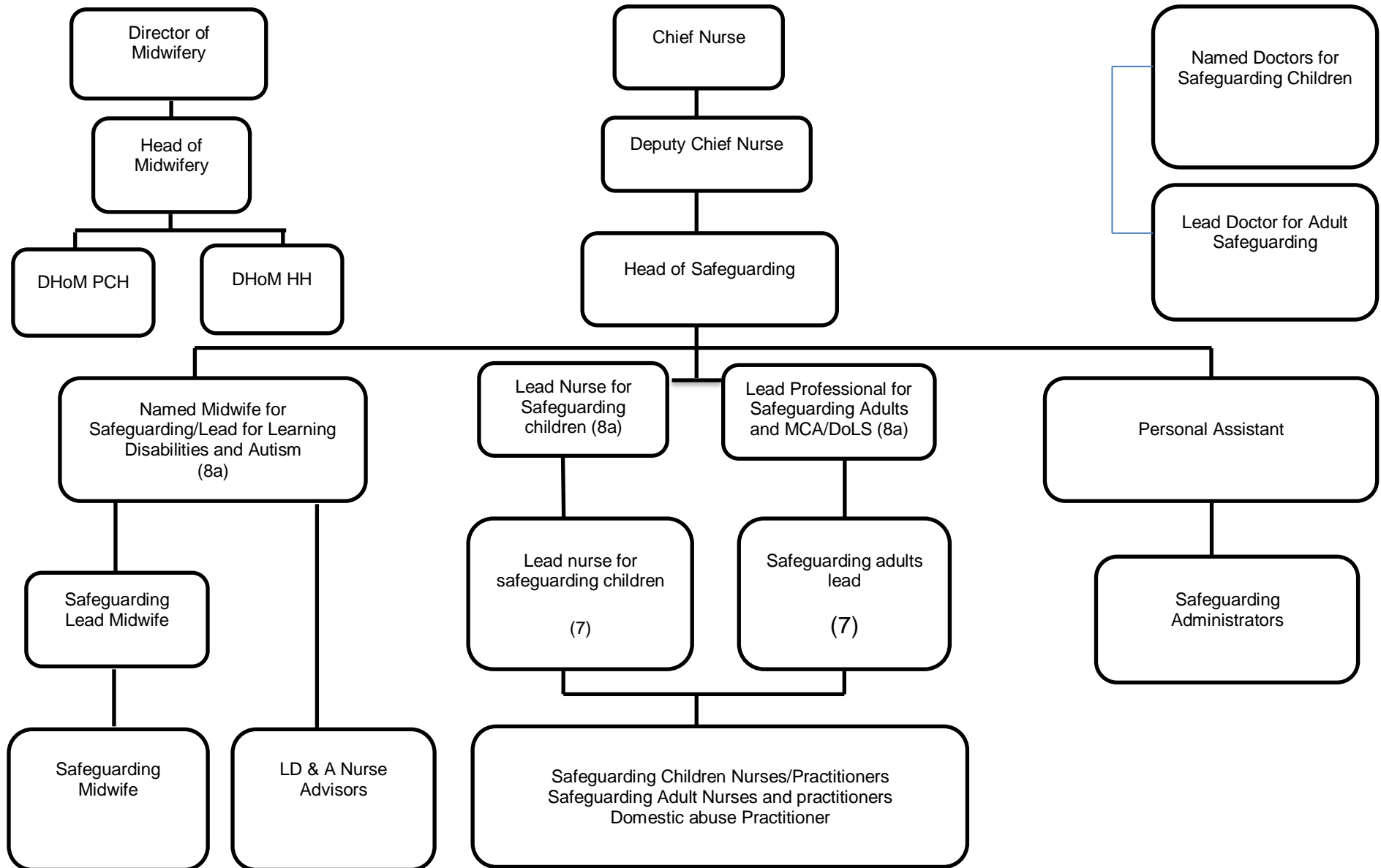
This role focuses on the operational delivery of the Domestic Abuse service and will demonstrate advanced skills and competencies to influence the pathways of care in the safeguarding of victim/survivors of domestic abuse, their children and families. It will also take a preventative approach and focus on pathways and support for perpetrators of domestic abuse. This post will initiate and add to research evidence in the field of Domestic abuse to ensure that evidence-based practice is inherent in all aspects of care.

In response to the Domestic Abuse Act legislation, NWAFT have implemented a Domestic Abuse improvement plan which incorporates improvements in six overarching areas relating to domestic abuse. The domestic abuse coordinator will support management to promote developments in the following areas to ensure that operational teams are equipped and able to plan and deliver safe care in all domestic abuse cases.

- Partnership working, Co-ordination and Community response
- Legislation, Policy and Procedure
- Training, Education and Resource Development
- Think Family approach in Domestic Abuse
- Staff knowledge, awareness, response and preventative work
- Equality, Diversity and Inclusion

A Key aspect of this role will be to train and educate team members on the identification, management and prevention of Domestic Abuse within NWAFT. It will be expected that best practice standards and full lifecycle of domestic abuse cases will be delivered at all time.

# SAFEGUARDING TEAM STRUCTURE



## Key Results area

The ten occupational duties that are required to provide a high standard of health care using judgement, skills and knowledge for enhanced practice are:

1. Be an accountable professional acting in the best interests of people, putting them first and providing complex clinical care that is evidence-based, person-centred, safe and compassionate.
  - i. Ensure evidence based practice and up to date legislation is such as local and national quality standards and frameworks are used to inform, plan and provide enhanced patient-centred clinical care.
  - ii. Ensure staff groups have access to skilled support for victim/survivors of domestic and/or sexual abuse and their families. This support must be in victim/survivors best interests, ensuring trust values, evidence informed practice and legal frameworks are utilised to inform safe person centred care planning and risk assessment.
  - iii. To provide pathways and systems for staff to easily access the relevant support for victim survivors such as specialist signposting and aces to
2. Use existing knowledge and expertise and enhanced levels of clinical judgement to independently undertake complex and holistic assessments.
  - i. Work with clinicians to ensure effective risk assessments, safety planning and direction around working with victim/survivors as well as perpetrators.
  - ii. Ensure that the Domestic abuse and sexual safety policy is implemented, embedded and governed across all divisions.
3. Act independently to plan, deliver, monitor and evaluate complex care using enhanced clinical assessments, diagnostics, and interventions.
  - i. Communicate and deliver recommendations from statutory reviews, i.e. Safeguarding Adult Reviews (SARs), Children Practice Reviews (SCPRs) and Domestic Homicide reviews (DHRs) across the trust.
  - ii. Contribute to the development of evidence informed risk assessment and care planning tools and resources.
4. Act as an expert resource within their own organisation and for external agencies.
  - i. Working collaboratively with Trust and multidisciplinary teams to ensure targeted support is provided for all categories of abuse domestic and/or sexual abuse and associated legislation, including patterns of coercive control and sexual abuse.
  - ii. To develop staff awareness of domestic and/or sexual abuse and capacity to work to best practice guidelines in partnership with the Safeguarding Team, police, local authorities, and associated forums. This will include contributing to the planning, delivery and evaluation of domestic and/or sexual abuse training in teams across the Trust.
5. Develop, deliver and evaluate education and training opportunities for others within own scope of practice.
  - i. Implement effective training cross teams within the trust to develop domestic and/or sexual abuse identification and management.



- ii. Develop a standalone domestic abuse domestic training package for all staff which incorporates sexual abuse and how to promote sexual safety.
- 6. Communicate effectively in challenging environments and situations with patients, their families/carers and the multi-disciplinary team.
  - i. Promote a Think Family approach and work closely with Children's safeguarding professional to safeguard children and young people from harm.
- 7. Promote and encourage innovative clinical practice to support a culture of excellence within the wider health and care team.
  - i. Challenge ineffective systems and processes and support others to identify the need for change within their area of Domestic and Sexual abuse
  - ii. Contribute to quality improvement plans and strategies to support a culture of continuous quality improvement within area of enhanced clinical practice in Domestic/ sexual abuse.
- 8. Lead and manage unpredictable and unplanned clinical situations.
  - i. To provide expert level of knowledge, leadership, and professional advice in relation to domestic and/or sexual abuse to safeguard children and adults at risk, through improvements recommended from national and local case reviews, best practice evidence and research.
  - ii. Provide supervision for domestic abuse cases and associated risk management guidance for staff
- 9. Participate in resource management, strategic service development, planning and service improvement.
  - i. Actively participate in relevant corporate forums and contribute to the development of corporate policies and action plans within the remit Domestic abuse and sexual abuse.
  - ii. To develop staff awareness of domestic abuse and sexual abuse and capacity to work to best practice guidelines in partnership with the Safeguarding Team, police, local authorities, and associated forums. This will include contributing to the planning, delivery and evaluation of domestic and sexual abuse training in teams across the Trust.
  - iii. To support the roll out of the Trust's domestic and sexual abuse work plan, work to embed the plan in raising awareness and support for effective response to domestic and sexual abuse. This will include creating tools and resources to enhance and support good practice.
  - iv. To work with the safeguarding team to ensure the development and recognition of domestic/ sexual abuse responses in the Trust are focused and having a positive impact on service user's experience. This will include attending the Violence against women and girl's forum (VAWG) and implementing their strategies across the trust.

- v. Develop professional relationships with all Divisions within the Trust and operational teams including Human Resources. Work with Human Resources when required to advise concerning allegations against staff and/ or supporting staff experiencing domestic abuse.

10. Lead, monitor, develop and appraise staff and learners.

- i. Coach and support staff in clinical areas to enhance front line practice.
- ii. Contribute to the upskilling of the workforce in how to manage disclosures of domestic abuse/sexual abuse when they occur. This includes disclosures from patient and staff groups.

## Our values

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We  
put patients first



We are  
caring and compassionate



We  
work positively together



We are  
actively respectful



We seek to  
improve and develop

## Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form three clinical divisions:-

- Division of Urgent and Emergency Care
- Division of Medicine
- Division of Surgery
- Division of Family and Integrated Support Services
- Division of Maternity, Breast and Gynae

The clinical divisions are key to our service delivery and are led by a triumvirate comprising of a Divisional Director, Divisional Head of Nursing and Divisional Director of Operations.

## Your responsibilities to the Trust, our patients and staff

It is the Trust's aim to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act in accordance with policies specific to your job role, which are covered at induction.

## Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.



## **Health & Safety**

You have a responsibility to consider yourself and anyone else that could be affected by the things you do, or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, in order to maintain the health, safety and welfare of employees or others who may be affected.

## **Data Protection**

You are to maintain the highest standards of data protection and confidentiality at all times, ensuring that person identifiable data is held securely (including password protection and encryption) and that data held and entered onto Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance in accordance with the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

## **Data Quality**

It is your responsibility to ensure that any data collection required is accurate, timely, complete and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

## **Customer Care**

You are required at all times to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. In order that you understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

## **Values**

How our staff live and work to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

## **Infection Control**

You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at annual appraisal.

## **Smoking Policy**

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

## **Confidentiality**

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but

is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Safeguarding the welfare of children and vulnerable adults**

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

### **Mandatory Training**

You are required to attend for mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line managers support at the next available opportunity.

### **Raising issues of Concern**

If you have any concerns about practice or processes within the Trust you should raise this with you line manager. If you do not feel able to raise concerns directly you should access the Trust's safe haven procedures for raising issues of concern in confidence.