

Job Description

Job Title	Safeguarding Lead
Reports to	Service Manager
Operating Principles	<p>CGL has developed a number of operating principles that it believes are essential to providing effective and inspirational care and support for its service users. They should be viewed as overarching expectations for all roles at CGL.</p> <p>All staff will contribute to the ongoing development of an ambitious, inspirational and outcome focussed culture at every level of service delivery.</p> <p>All roles will tangibly contribute to provide hope, empowerment, choices, control and opportunities that promote people reaching their full potential as individuals and community members.</p> <p>All service delivery will model the belief that we all have the potential to make positive changes and to lead meaningful and purposeful lives, as involved and contributing members of society.</p>
Purpose of Job	<p>The post holder will be an integral member of the treatment and care service, providing leadership, management and support on safeguarding policy and practice across the breadth of the service.</p> <p>The post holder will be responsible for ensuring that best practice guidelines are followed in relation to safeguarding, in line with both CGL policy and local procedures.</p> <p>The post holder will support all staff in ensuring that service users receive a high quality, safe and effective service and act as a main point of contact and specialist lead for the wider team and partnership services in line with safeguarding needs and development.</p> <p>The post holder will be required to work flexibly as required and within an agreed number of hours to maintain the most appropriate level of service provision. This will include evening and weekend working.</p> <p>The post holder will be expected to take responsibility for personal development, identifying personal training needs and participate in regular supervision and appraisal.</p>

Key Activities:

- Ensure safeguarding is embedded in all staff and volunteer recruitment processes by fully briefing local recruiting managers.
- Be available to all staff for advice / support around safeguarding children and adults at risk issues.
- Ensure all of the project/service have read, understood and signed the CGL Safeguarding Children Policy and the Children, Young People and Visitors Policy, and Safeguarding Adults at Risk Policy.
- Ensure all of the service staff have attended safeguarding children, safeguarding adults at risk, and 'Over the Threshold' home visiting training and receive any update information.
- Ensure proper handover of any safeguarding children and adults at risk issues while designated safeguarding person is on leave or otherwise absent from work.
- Make or support staff to make child protection or child in need referrals.
- Support project/service to attend (or send high quality written reports) to all meetings pertaining to a family where there are concerns around a child, i.e. core group meetings, child protection case conferences, strategic planning meetings and pre-birth planning meetings.
- Attend such meetings alongside colleagues, where there is any significant difference of opinion around preferred course of action or assessment of risk. To be agreed in advance with local management.
- Escalate all safeguarding issues which involve the death or serious injury of a child, where criminal charges have been brought against a client or where there are safeguarding children or adult at risk concerns around a member of staff, volunteer or recovery mentor/broker, both to the Regional Director level and to the Director of Safety & Risk Management. Report any allegations against staff to the Local Authority Designated Officer (LADO).
- Gather information relating to 'trends' and patterns, and relay to senior managers so that specific responses can be considered at both a corporate and a service level.
- Ensure safeguarding issues and case presentations are standing agenda items in all team meetings.
- Cascade learning and practice guidance from regional DSL meetings to teams through workshops and presentations at IGTM.

- Ensure risk and/or parenting capacity assessments are conducted where clients are pregnant, have the care of children or have substantial contact with children.
- Ensure Frazer Competence is checked when working with young people.
- Ensure Mental Capacity principles are adhered to when working with adults at risk.
- Ensure on-going awareness of which clients are high risk or vulnerable (use of flagging system etc).
- Ensure proper communication with parents and adults at risk around parameters of confidentiality, safeguarding issues / referrals and the continuation of support.
- Review CRiS Safeguarding module (and check relevant client files) on a monthly basis alongside Service or Project Manager, ensuring follow-up of action plans; decide whether cases are still active or require NFA at this stage.
- Ensure communication is shared appropriately both internally and externally, being mindful of the potential for clients to 'split' if there is involvement from several professionals.
- Conduct random file audits periodically to assess safeguarding children and adults at risk practice and record-keeping, action plan to address any gaps, and make recommendations to team where relevant.

General terms of reference:

In carrying out the above duties the post holder will:

- Work flexibly across operational sites as required.
- Work flexibly within an agreed number of hours of work to maintain the most appropriate level of service provision.
- Seek to improve personal performance, contribution, knowledge and skills.
- Participate in appraisal, training and supervision processes.
- Keep abreast of developments in services, legislation and practice relevant to the relevant client group.
- Ensure the implementation of all CGL policies.
- Contribute to maintaining safe systems of work and a safe environment.
- Undertake other duties appropriate to the grade of the post.

Person Specification

Essential criteria:

- Considerable experience of working within substance misuse services with a clear understanding of the need for and ability to deliver quality services.
- Experience of working with families or individuals affected by parental substance misuse.
- Experience of working with local safeguarding teams including attendance at multi agency meetings such as CP Conferences, core groups and strategy meetings.
- Experience of providing case management and supporting service users to effectively manage a range of complex issues.
- Experience of completing formal reports under safeguarding procedures.
- Experience of line management, supervision and appraisal.
- Experience of using observed practice and reflective practice techniques and applying coaching to ensure professional development for individuals.
- A recognised qualification in health and social care or currently working towards completion.
- Experience of delivering a range of interventions as outlined via PHE and The Strang report, e.g. psychosocial interventions, recovery support and core key working interventions (motivational interviewing, ITEP, assessment and care co-ordination).
- The ability to lead a team.
- The ability to present information in a range of formats.
- The ability to work under pressure and manage time to meet deadlines as required.
- The ability to foster new partnerships and to maintain constructive relationships with partner agencies.
- The ability to maintain professional boundaries with all stakeholders.
- Knowledge of community based support/outreach practices.
- The capacity to motivate, inspire and innovate staff and service users.

And the ability to:

- Communicate confidently and effectively, verbally and in writing.
- Respond flexibly to the demands of the post.
- Work as a member of a team.
- Show a capacity to work alone and the ability to keep calm under pressure.
- Understand and have a commitment to the principles of equal opportunity and diversity.

- Employ a professional, empathetic and non-judgmental attitude towards service users.
- Show commitment to facilitating positive outcomes for service users.

Desirable criteria:

- Access to own transport
- A relevant qualification in social work
- Knowledge of local services and geography
- Experience of delivery family programmes such as MPACT or Parent Factor

This post is subject to a Disclosure and Barring Service (DBS) check at an enhanced level