

JOB DESCRIPTION

Job Title: Safeguarding Lead

Responsible To: Director of Care Services

1/ you will be responsible for: supporting the Director of Care Services in every aspect of safeguarding care and to assume full responsibility for all safeguarding matters in the Directors absence.

2/ In particular, you will need to:

- Work to the direction of the Director of Care Services ensuring they are informed of all safeguarding issues, identified actions and implication for the charity.
- Facilitate the development of safeguarding and protection of children and vulnerable adult policies and procedures within the charity, ensuring they remain in date and sent to the relevant safeguarding boards on an annual basis.
- Review, develop and contribute to training systems for all staff ensuring all services are maintaining or working towards the highest standards of care delivery at all times.
- Review all incidents logged within the charity, offering support and guidance to staff where there may be safeguarding issues.
- Maintain accurate confidential and up to date documentation on all casework, reporting information as directed by the Director of Care Services.
- Act as a source of support, advice and expertise to staff on all matters of safeguarding when referrals are received, liaising with relevant agencies as appropriate.
- Support as directed on the coordination of referrals, highlighting any potential safeguarding issues.
- Promote a safe environment for children, young people and adults to be cared for.

3/ To achieve these outcomes you must:

- Have experience and knowledge of working within the field of safeguarding.
- Hold a suitable qualification, e.g Social Work degree.
- Have excellent organisational and communication skills - both verbal and written.
- Have an exceptional level of attention to detail.
- Be able to work to your own initiative as well as working as part of a team to implement a high quality service at all times.
- Develop excellent relationships with managers, colleagues and volunteers as well as all appropriate commissioning bodies, attending respective meetings as and when requested and as directed by the Director of Care Services.
- Participate in on – call rota and respond to emergency situations as appropriate.

4/ Every employee of St Cuthbert's Care must:

- Ensure all work is carried out in accordance with Charity policies and procedures.
- Attend staff meetings as and when required.
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy.
- Work flexibly to meet the needs of the service.
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy.
- Respect and work within St Cuthbert's Care's Christian ethos.

This job description is not exhaustive and some variations may be necessary.