

**JOB DESCRIPTION****JOB TITLE:** Safeguarding Manager**REPORTS TO:** Director of Supported Living**DEPARTMENT:** Supported Living**RATE OF PAY:** £49,498 - £53,630 per annum**DATE:** April 2024**REVIEW DATE:** April 2025

**ROLE PURPOSE:** The post holder will be responsible for the management and provision of quality Adult Safeguarding and Child Protection services within Apex Housing Association. The post holder will be accountable to the Director of Supported Living and will work across all departments within the organization acting as an Apex wide resource in the management of complex Adult Safeguarding cases and the provision of advice and guidance regarding Child Protection services.

Key Area	Key Activities
<b><u>General Duties</u></b>  <b><u>Adult Safeguarding</u></b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of both the Regional and Apex's Adult Safeguarding Policy and Procedures.</li> <li>• Carry out the role of Adult Safeguarding Champion within the organisation in line with the Regional Adults Safeguarding Policy and procedures.</li> <li>• Provide clear guidance to Tenants and staff on how to identify, respond to, and report concerns about a person who is, or may be, at risk of harm or in need of protection in line with both Apex's and the Regional Adult Safeguarding policies and procedures.</li> <li>• Provide advice, and guidance to services within Apex in relation to Safeguarding, mental capacity and deprivation of liberties.</li> <li>• Chair, co-ordinate, participate and oversee the completion of all Adult Safeguarding investigations in accordance with best practice.</li> <li>• Manage serious adverse incidents relating to safeguarding ensuring all appropriate recording and reporting has been completed within identified timescales.</li> <li>• Participate when required with the assistance of Personnel in the disciplinary and grievance procedures in accordance with the organisations policies and procedures.</li> <li>• Lead/participate and manage Strategy meetings, protection plans, case discussions, reviews etc alongside multi-agencies in relation to the management of complex Adult Safeguarding cases.</li> <li>• Manage, support and guide managers through all Adult Safeguarding processes.</li> <li>• Support managers through the DOL's assessment process for individual tenants and ensure all correct documentation is in place.</li> <li>• Carry a complex caseload, monitor, and manage levels of risk within the organisation and review progress with Director of Supported Living regularly.</li> <li>• Demonstrate enhanced levels of practice, competence, and skills in areas such as direct practice with individuals, families, multi-agency working, user and carer involvement.</li> <li>• Screen all Adult Safeguarding alerts/referrals and competently maintain both manual and electronic records of initial assessment, decision making process, outcomes, and communications with all relevant Stakeholders.</li> </ul>

<p><b><u>General Duties</u></b></p> <p><b><u>Child Protection</u></b></p>	<ul style="list-style-type: none"> <li>• Liaise with Deputy Adult Safeguarding Officer's as required.</li> <li>• Work collaboratively and build effective links with key representatives within the statutory, voluntary, and independent sectors, including Trust DAPO's, PSNI, NIHE, RQIA, MARAC and PPANI.</li> <li>• Participate in practice development forums (such as LASP, ARC, Regional groups) or activities that promote the preventative aspect of Safeguarding within the organisation and share learning/outcomes with appropriate persons within the organisation.</li> <li>• Participate in Adult Safeguarding audits internally/externally and identify key areas for service improvement within Adult Safeguarding practices.</li> <li>• Ensure organisational compliance and best practice in relation to the mental capacity legislation and guidance, and associated legislation and guidance relating to deprivation of liberties/restrictive practice.</li> </ul> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of both the Regional and Apex's Child Protection Policy and Procedures</li> <li>• Provide clear guidance to Tenants, General needs staff and supported living staff on how to identify, respond to, and report concerns about a child who is, or may be, at risk of harm or in need of protection in line with both Apex's and the Regional Child Protection policies and procedures.</li> <li>• Provide advice, and guidance to all services within Apex in relation to Safeguarding. Support and guide managers through all Child Protection processes.</li> <li>• Monitor and manage levels of risk within the organisation and review progress with Director of Supported Living regularly.</li> <li>• Screen all Child Protection alerts/referrals and contact the appropriate Trust's Gateway team with the referral for advice and direction.</li> <li>• Work collaboratively and build effective links with involved external Child Protection services.</li> <li>• Assist staff in actioning any outcomes if required by Gateway team.</li> <li>• Competently maintain both manual and electronic records of initial assessment, decision making process, outcomes, and communications with all relevant Stakeholders.</li> <li>• Liaise with Deputy Child Protection Officer as required.</li> </ul>
<p><b><u>Training and Development</u></b></p>	<ul style="list-style-type: none"> <li>• Identify key areas for improvement in Adult Safeguarding/Child Protection practice within the organisation.</li> <li>• Contribute to the training need analysis in respect of both Adult Safeguarding and Child Protection across Apex.</li> <li>• Develop, promote, provide, and disseminate Adult Safeguarding/Child Protection training in line with Regional Safeguarding policies and procedures across the organisation.</li> <li>• Oversee and contribute to all safeguarding training to ensure all staff are trained appropriately to their role.</li> <li>• Oversee and contribute to DOL's capacity and restrictive practice training to ensure all staff are aware of their roles and responsibilities.</li> <li>• Maintain a working knowledge of relevant legislation, regulation and guidance in Adult Safeguarding/Child Protection and ensure these are shared with Apex staff in a timely manner to maintain a high standard of practice.</li> <li>• Mentor and support practice development for all staff.</li> <li>• Provide supervision for all Deputy safeguarding officers.</li> <li>• Maintain and monitor staff training records.</li> <li>• Share with staff learning outcomes from individual cases as appropriate to minimise risks of Adult Safeguarding/Child Protection incidents within Apex.</li> <li>• Provide organisation with Adult Safeguarding newsletter on a quarterly basis to share learning.</li> </ul>

<u><b>Governance and continuous Professional Development</b></u>	<ul style="list-style-type: none"> <li>• Maintain clear records of all work undertaken.</li> <li>• Participate in the professional supervision process.</li> <li>• Maintain a high level of professional development through training, supervision, and research.</li> <li>• Contribute to the development and delivery of Apex's governance framework, audit schedules and service improvements agenda.</li> <li>• Contribute to all reviews relating to Adult Safeguarding services (New Bill).</li> <li>• Act as the organisational lead in areas of safeguarding practice and keep up to date on relevant legislation, regulation, and social care practice.</li> <li>• Communicate and disseminate all areas of good practice across all departments within Apex.</li> <li>• Promote a high standard of practice and model best practice in a manner that is consistent with the overall aims and vision of Apex as an organisation.</li> <li>• Provide Adult Safeguarding report on an annual basis.</li> <li>• Lead on the development and review of the organisations Adult Safeguarding and Child Protection policies and procedures and participate in the review of any policies with sections related to Adult Safeguarding/Child Protection.</li> </ul>
<u><b>Leadership</b></u>	<ul style="list-style-type: none"> <li>• Lead in the continued development of a consistent Adult Safeguarding/Child Protection process across all departments, to ensure effective governance through standard setting and audit.</li> <li>• Lead on the development, implementation, maintenance and review of all Adult Safeguarding/Child Protection policies, procedures, and strategies to ensure Apex is both compliant and working within most current Safeguarding guidelines.</li> <li>• Lead in the implementation of changes considering the new Adult Safeguarding Bill</li> <li>• Motivate and inspire staff to maintain and improve their practice.</li> <li>• Lead the organizations safeguarding working group.</li> <li>• Lead and set up adults safeguarding week.</li> <li>• Lead and manage the safeguarding newsletter for the organization</li> </ul>
<u><b>Record Keeping/Reporting</b></u>	<ul style="list-style-type: none"> <li>• Maintain a good standard of IT skills.</li> <li>• Maintain clear records of all work undertaken.</li> <li>• Ensure Apex recording systems are maintained and updated evidencing Safeguarding activity.</li> <li>• Maintain an accurate register of all Adult Safeguarding/ Child Protection incidents in line with Departmental and organisational guidelines.</li> <li>• Maintain and monitor Deprivation of Liberty and restrictive practice register monthly in line with current legislation.</li> <li>• Prepare and present Adult Safeguarding/Child Protection reports to the Senior Management team, Directorate team, committee's and Board members as required.</li> <li>• Review and monitor standard of record keeping and develop systems when required to enhance service delivery.</li> </ul>
<u><b>Confidentiality</b></u>	<ul style="list-style-type: none"> <li>• Work within the General Data Protection Regulations (GDPR) and the Data Protection Act 2018</li> </ul>
<u><b>Miscellaneous</b></u>	<ul style="list-style-type: none"> <li>• Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work.</li> <li>• No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</li> </ul>