

CORPORATE POLICY: Safeguarding

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Document Control / History

Revision No	Reason for change
1	New high level document combining adults and children
2	Review and changes to include legislation and new document links

Consultation

Executive Group

Trust Board

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To be read in conjunction with any policies listed in Trust Associated Documents.

1 Introduction

- 1.1 The Safeguarding policy provides an overarching framework to co-ordinate, lead and develop services to prevent harm occurring and protect the most vulnerable adults and Children, embracing both the acute and community services provided by the Trust. i.e. COAST (community outreach and specialist team)

2 Purpose / Aim and Objective

- 2.1 Safeguarding children, young people and adults is everyone's business, however specialist safeguarding staff are employed in dedicated roles, and we have clear safeguarding structures within the Trust. These staff, with executive support will embed and drive the safeguarding agenda forward, provide a framework that supports best practice and allows the Trust to fulfil its statutory responsibilities.
- 2.2 All Trust business and activity relating to safeguarding will follow the Trust's governance processes for oversight and monitoring purposes.
- 2.3 The Policy framework ensures that key compliance areas sets out how we will improve services in five key domains:
- Effective safeguarding structures and governance.
 - Mainstream safeguarding children, young people and adults into everyday business
 - Working in partnerships
 - Learning through experience and the development of knowledge and skills for staff
 - Engaging with service users
- 2.4 The Medway NHS Foundation Trust (MFT) Safeguarding Assurance Group will provide assurance to the Trust Board via an annual report that there are robust and effective safeguarding measures in place to execute statutory safeguarding duties.
- 2.5 The Trust aims to 'Be the BEST' in everything it sets out to do, and this extends to embedding safeguarding at the heart of how it protects and manages vulnerable patients.

3 Policy Framework

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3.1 **Medway NHS Foundation Trust** is committed to complying with statutory, mandatory and best practice requirements through a supporting framework of documents:

Adult
The Care Act http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf
GUCPCM001 - Safeguarding Vulnerable Adults This document then has been developed to meet and work within the safeguarding adult lawful requirements set out within the Care Act 2014; it's supporting Statutory Guidance and the associated Schedules and Regulations.
https://www.kent.gov.uk/__data/assets/pdf_file/0018/11574/Multi-Agency-Safeguarding-Adults-Policy,-Protocols-and-Guidance-for-Kent-and-Medway.pdf
SOP0194 - Safeguarding Adults - Making Safeguarding Referrals Explains how to make a safeguarding referral.
SOP0195 - Safeguarding Adults - Process for Applying for a Deprivation of Liberty Safeguards - DoLS Explains how to apply for a Deprivation of Liberty Safeguards – DoLS.
STRCPCM001 - Safeguarding and Protecting Children Training Strategy (1 attachment) Training required to ensure all staff in the Trust understand their role in safeguarding children and can recognise when a child is at risk and know what to do if they are concerned about a child.
Children
https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
POLCPCM055 - Kent & Medway Safeguarding Procedures Joint procedures that reflect the level of cross boundary work undertaken by many of the agencies and organisations who use the procedures. They reflect those local procedures that relate only to Kent or Medway.
POLCPCM027 - Safeguarding and Protecting Children Policy Local policy document used in conjunction with Kent and Medway procedures.
SOP0053 - Safeguarding Children - Raising Concerns Provides guidance on how to raise a concern about children.
SOP0051 - Safeguarding Children - Child Abuse Neglect Sexual Exploitation and trafficking This guidance is to support staff in the management of children who are at risk of abuse or where abuse has been identified.
SOP0050 - Safeguarding Children - Community This document is produced to assist staff working in the community to fulfil their

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safeguarding responsibilities.
<p>SOP0054 - Safeguarding Children - Interagency Working This document ensures all staff know what is expected in their role particularly when working with partner agencies.</p>
<p>SOP0052 - Safeguarding Children - Female Genital Mutilation - FGM Local guidance for clinicians who have direct contact with patients where this practice may be identified or where a disclosure may be made.</p>
<p>GUDNM228 - Safeguarding Children - Kent and Medway Female Genital Mutilation Kent and Medway guidance for clinicians who have direct contact with patients where this practice may be identified or where a disclosure may be made.</p>
<p>SOP0055 - Safeguarding Children - Looked After Children - Consent Explains how to obtain consent for Looked After Children.</p>
<p>SOP0117 - Safeguarding Children - In the Emergency Department including gangs Principles of safeguarding children in ED and information on gangs.</p>
<p>SOP0060 - Safeguarding Children - Useful Contacts Supplies staff with contact details of safeguarding teams both in and out of the Trust to support their work in safeguarding children.</p>
<p>PROCPCM001 - Safeguarding Children - Responding to Child Death Procedure Describes the mandatory process that must be followed when a child dies.</p>
<p>GULPCM202 - Safeguarding Children - Safeguarding Children who may have been trafficked - HM Government Home office guidance for trafficked children</p>
<p>GUDNM231 - Safeguarding Children on the Neonatal Unit - Neonatal Nursing Local guidance for the Neonatal Unit.</p>
<p>SOP0483 - Identifying and Supporting Vulnerable Families within the Maternity Setting New Team Connect for Safeguarding in Maternity.</p>

4 Roles and Responsibilities

4.1 Trust Board

- 4.1.1 The Care Act 2014 provides a clear legal framework for how all healthcare organisations will work in partnership with other public services, to protect adults at risk. As a statutory partner of the Kent and Medway Safeguarding Adult Board (SAB) and Medway Safeguarding Children's Board, (MSCB) and Kent Safeguarding Children's Board (KSCB), Medway NHS Foundation Trust (MFT) has corporate commitment to safeguard our patients and our local community.

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4.2 Chief Executive

- 4.2.1 The Chief Executive devolves the responsibility for compliance and monitoring to the Director of Nursing

4.3 Board Leads for Safeguarding

- 4.3.1 The Executive Board Lead is the Director of Nursing whose role it is to provide executive level leadership for safeguarding, ensuring the Trust is represented at the Safeguarding Boards across Kent and Medway..
- 4.3.2 The Executive Board lead will be responsible for senior strategic leadership and decision making on behalf of the Trust and will report to the Trust Board on safeguarding arrangements within the Trust.
- 4.3.3 The Executive Board Lead will also provide reassurance to the Board that we meet our statutory requirements.
- 4.3.4 The Non Executive Board lead will work with the Safeguarding Assurance Group to ensure that the Trust fulfils its statutory and legislative responsibilities, whilst prioritising patient care supporting the governance and strategic development of safeguarding across the Trust, offering collaborative challenge and advice.

4.4 Head of Safeguarding

- 4.4.1 Work at a strategic level across the health and the social care community, fostering and facilitating multi-agency working and training in respect of Safeguarding Adults and Children.
- 4.4.2 To be the strategic lead within the Trust for safeguarding of adults and children
- 4.4.3 To facilitate policies and procedures related to safeguarding adults and children
- 4.4.4 Providing assurance reports for the Executive Lead on Safeguarding Adult and Children legal compliance.

4.5 MFT Safeguarding Assurance Group

- 4.5.1 MFT has an established multidisciplinary Safeguarding Assurance Group which provides strategic direction to safeguarding activities across the Trust. The membership of the Safeguarding Assurance Group includes representatives from local Clinical Commissioning Groups and Local Authority.
- 4.5.2 The Safeguarding Assurance Group provides assurance to both the Trust Board (via the Quality Assurance Committee) and the Commissioners via the Kent and Medway Safeguarding Adults Board and Children's Board.

4.6 The Safeguarding Group

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- 4.6.1 The Children and Adult Safeguarding Group provides an operational overview to influence our strategic aims for Safeguarding services at Medway Foundation Trust. This group will share information in relation to their work plans and representation at multi-agency meetings and learning events. The group will also discuss operational issues and concerns in relation to their specific area of work, identify solutions and support mechanisms required to ensure that actions are taken to lead and execute safeguarding practices across Medway Foundation Trust.
- 4.7 Lead Nurse Safeguarding Children
 - 4.7.1 The Lead Nurse will undertake the duties of the Named Nurse under the leadership of the Named Professional, (Head of Safeguarding) and will provide leadership at an operational level to all staff within the Trust.
 - 4.7.2 The Lead Nurse will ensure the Trust is compliant with its duties and ensure policies are in place and up dated and available for all staff.
 - 4.7.3 The Lead Nurse will ensure processes to safeguard children and young people are in place and that staff at the frontline are supported in their day to day work
 - 4.7.4 The Lead Nurse will represent the Trust at the Safeguarding Boards', subgroups ensuring there is good participation and information sharing when contributing to Multi agency audits.
 - 4.7.5 The Lead Nurse ensures there is a robust training programme in place to support staff in their understanding of safeguarding children and young people.
 - 4.7.6 The Lead Nurse will provide supervision and support to staff at the frontline on a day to day basis
 - 4.7.7 The Lead Nurse ensures there are processes in place to collect data as required by the safeguarding children boards and the CCG.
 - 4.7.8 The Lead Nurse works closely with external partners sharing information and contributing to assessments of risk to vulnerable children and young people
- 4.8 Named Midwife for Safeguarding
 - 4.8.1 The Named Midwife is responsible for the coordination of all cases where there are vulnerable babies
 - 4.8.2 The Named Midwife works closely with the frontline midwives in both the community and on the maternity wards, providing supervision and support on any difficult cases
 - 4.8.3 The Named Midwife works closely with external partners ensuring information sharing is provided in the best interest of the babies
 - 4.8.4 The Named Midwife contributes to assessments when a vulnerable woman or young person is pregnant.

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4.8.5 The Named Midwife coordinates the maternity hub where vulnerable cases are discussed.

4.8.6 The Named Midwife provides information to the MARAC process when vulnerable pregnant women are discussed.

4.9 Line Managers

4.9.1 Line managers are responsible for ensuring that the Safeguarding Policies are implemented within their programmes and directorate.

4.10 All Staff

4.10.1 All staff are responsible for adhering to the policy and fulfilling mandatory training requirements.

5 Monitoring and Review

What will be monitored	How/Method / Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Policy review	Annually	Head of Safeguarding	Director of Nursing	Where gaps are recognised action plans will be put into place
Mental Capacity and Deprivation of Liberty (DoLS)	Annually Audited	Adult Safeguarding Lead	Head of Safeguarding / Director of Nursing	Compliance monitoring and effectiveness of education and support required.
Kent and Medway Self-Assessment Framework for the KMSAB	Annually Audited	Adult Safeguarding Lead	Head of Safeguarding / Director of Nursing/ KMSAB	Where gaps are recognised the Assurance Group to decide remedial actions required
S11 Self-assessment document of compliance to the Children Act.	Bi annually for Kent LSCB and Medway LSCB. These are completed alternately annually	Named Nurse for Children	Head of Safeguarding / Director of Nursing	Ensure that in discharging their functions staff have regard to the need to safeguard and promote the welfare of children.
KMSAB Self-assessment framework	Annually	Head of Safeguarding	Director of Nursing / KMSAB	Where gaps recognised the Assurance Group to decide remedial actions required

6 Training and Implementation

6.1 To support the implementation and embedding of the Safeguarding policy and procedures;

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- 6.1.1 Mandatory training to all staff;
- 6.1.2 Bespoke training for dedicated cohorts and staff groups.

7 Equality Impact Assessment Statement & Tool

- 7.1 All public bodies have a statutory duty under the Race Relation (Amendment) Act 2000 to “set out arrangements to assess and consult on how their policies and functions impact on race equality.” This obligation has been increased to include equality and human rights with regard to disability, age and gender.
- 7.2 The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. This document was found to be compliant with this philosophy.
- 7.3 Equality Impact Assessments will also ensure discrimination does not occur on the grounds of Religion/Belief or Sexual Orientation in line with the protected characteristics covered by the existing public duties.

9 References

Document	Ref No
References:	
Trust Associated Documents:	
See framework	

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