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Central Bedfordshire Council Safeguarding Vulnerable Adults Team

Key Responsibilities

Service delivery

- Coordinate good access for safeguarding ensuring that alerts are managed in an effective and timely way.
- Provide guidance and advice for service providers and the public when dealing with situations that may lead to a safeguarding alert.
- Provide management expertise in making decisions about safeguarding alerts, and initiate a referral for those that fall within the safeguarding process.
- Provide information, advice or referral to relevant organisation where alerts do not fall within the safeguarding process.
- Provide support for setting up and taking minutes of strategy meetings and case conferences in relation to safeguarding adults investigations.
- Provide guidance and advice to team managers and care managers when coordinating adult protection strategy meetings and leading investigations.
- To coordinate developments and operations associated with the implementation of the requirements of the Mental Capacity Act and Deprivation of Liberties Safeguards.
- Take an overview on high profile and complex adult abuse cases at a strategic level, including chairing and leading on investigations as needed and to provide support and advice for staff that are dealing with complex adult abuse cases
- Lead on serious case reviews providing expert advice for the independent chair and panel

Service development

- Monitor practice and quality of Safeguarding Adults work through quality assurance including file audits, and provide team managers with related information.
- Report on performance management and quality assurance arrangements for Adult Safeguarding, supplying evidence for the senior management team on outcomes and performance indicators.
- Assist in the development of the training strategy for Adult Safeguarding and other service development initiatives that arise from practice and quality assurance information
- Develop links with people using services and carers as experts by experience

Strategy and partnership working

- Lead work assigned by the Bedford Borough and Central Bedfordshire Safeguarding Adults Board and support and organise the Operational Group of the Safeguarding Board
 - Collate and analyse statistical data, providing quarterly updates and contribute to the development of the annual report, including feedback on quality assurance information about abuse cases
 - Oversee and assist in the strategic development of Safeguarding Adults, in partnership with other sections of the Directorate, wider council and other agencies as appropriate.
 - Create, maintain and enhance effective working relationships with relevant staff at all levels within the council, health service, police, providers in the private, independent and voluntary sectors to ensure quality practice is delivered for safeguarding of vulnerable adults.
 - Make recommendations for policy and practice and legislative developments in Safeguarding Adults.
 - Oversee the development updating and implementation of the multi agency Safeguarding Policies and Procedures.
 - Develop and maintain links between the local authority safeguarding and commissioning/ contracting processes and procedures
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