**Freedom to Speak Up Guardian**

**Role description**

Responsible for taking action to promote the following outcomes:

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| Outcome | Detail |
| People throughout the organisation have the  capability, knowledge,  and skills they need to  speak up themselves,  and to support others to  speak up. | * Everyone who works in the organisation has appropriate training and easy access to the knowledge and support they need to speak up and to support others to speak up. * Action is taken to ensure that groups that may face particular barriers to speaking up have the knowledge and support they need. |
| Speaking up policies and processes are effective and constantly improved. | * Local policies and processes are clear and readily available to all our people, meet minimum standards where they are set, and regularly reviewed and updated. * Feedback on policies and processes is regularly sought to ensure that they are continuously improved and meet the needs of our people. |
| Senior leaders role model effective  speaking up. | * Senior leaders receive regular reports from their Freedom to Speak Up Guardian that include information on the number and types of cases they deal with, barriers to speaking up, and details of opportunities for learning and improving. * Freedom to Speak Up Guardians present their reports in person. * Freedom to Speak Up Guardians meet regularly with the organisation’s CEO or equivalent, and other members of the senior leadership team, as appropriate. * A review of the impact of freedom to speak up is undertaken by the Freedom to Speak Up Guardian and senior leaders, each year against the National Guardian Office standards. |
| All workers are  encouraged to speak up. | * Induction processes include freedom to speak up messages and explain the Freedom to Speak Up Guardian role. * Freedom to speak up messages and details of the Freedom to Speak Up Guardian role are regularly communicated across the organisation, including feedback on matters that our people are speaking up about, and, mindful of preserving confidentiality   where needed, action taken in response to them; the impact of these communications is measured.   * Action is taken to ensure that freedom to speak up messages reach groups that may face particular barriers to speaking up. * Encouraging a culture where people can speak up within their team structure so they feel listened to. |
| Individuals are  supported when they  speak up. | * Freedom to Speak Up Guardians provide effective impartial and compassionate support and guidance to all our people, * There are alternative routes to progress cases that may otherwise present a Freedom to Speak Up Guardian with a conflict. * Cases are recorded according to National Guardian Office guidance. * Appropriate action is taken when an issue is brought to the attention of a Freedom to Speak Up Guardian, with confidentiality being respected as appropriate, fair, and effective investigation, and regular feedback on progress being given. * People who have spoken up are thanked and do not suffer as a result of speaking up. * Feedback is sought from everyone who is supported by a Freedom to Speak Up Guardian. |
| Barriers to speaking up  are identified and  tackled. | * Sources of information on barriers to speaking up are assessed and used to prioritise areas for improvement. * Action is taken to reduce barriers to speaking up, prioritised according to local need. |
| Information provided by  speaking up is used to  learn and improve. | * Any information that indicates a potential risk to stakeholder safety is acted on immediately. * Information from cases raised by people speaking up, and barriers to speak up, is brought alongside other intelligence, service quality, and our peoples’ experience and used to inform organisational learning and development. |
| Freedom to speak up is  consistent throughout  the health and care  system, and ever  improving. | * Guidance issued by the National Guardian’s Office is followed, and feedback on its effectiveness and impact provided. * Freedom to Speak Up Guardians contribute to and support the national Freedom to Speak Up Guardian network. * Intelligence on speaking up, case studies and good practice is shared at regional meetings, across networks, and with the National Guardian’s Office * Information requests from the National Guardian’s Office are responded to, and Freedom to Speak Up Guardians support the National Guardian’s Office case review process locally. * Freedom to Speak Up Guardians role-model good speaking up practice and challenge poor practice. * Freedom to Speak Up Guardians regularly assess their own skills and capabilities using feedback from those who have spoken up and take action to improve. * Freedom to Speak Up Guardians undertake regular learning and development modules as outlined by the National Guardian’s office. * Freedom to Speak Up Guardians offer support and advice to their peers. |

**Expectations**

* To operate independently, impartially, and objectively, whilst working in partnership with individuals and groups throughout the organisation, including senior leadership team
* To seek guidance and support from and, where appropriate, escalate matters to, bodies outside the organisation
* To support, and contribute to, the national Freedom to Speak Up Guardian network, comply with National Guardian Office guidance, and support each other by providing peer-to-peer support and sharing learning
* To be supported with the necessary resources, including ring-fenced time, to ensure that you meet the needs of people in the organisation. Your views on the impact of activities and decisions on Freedom to Speak Up should be actively sought.

More information can be found at [The National Guardian's Office - Freedom to Speak Up](https://nationalguardian.org.uk/)

**Desired skills**

* Communication
* Partnership building and relationship management
* Knowledge of the speaking up agenda and local systems
* Driving continuous improvement
* Time management and prioritisation
* Measuring effectiveness and impact
* Training and capability building
* Working with senior leaders