

**Kirklees
Safeguarding Adults
Board**



**Kirklees Multi Agency
Workforce Development
Plan**

April 2018 – March 2019

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Introduction

As Kirklees Safeguarding Adults Board it is our responsibility to lead adult safeguarding arrangements in Kirklees and to assure ourselves of the effectiveness of the safeguarding work of statutory partner agencies.

Our vision is that the citizens of Kirklees, irrespective of age, race, gender, culture, religion, disability or sexual orientation are able to live with their rights protected, in safety, free from abuse and the fear of abuse.

To this end our focus will, therefore, be on creating a culture where:

- abuse is not tolerated
- there is common understanding and belief of what to do when abuse happens embedding the principles of 'Making Safeguarding Personal'

To make this vision a reality it is essential that agencies work together to:

- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- ensure that they safeguard adults in a way that supports them in making choices and having control about how they want to live
- proactively take steps to stop abuse or neglect
- ensure they have a competent and able workforce
- raise public awareness recognising the value local communities can play in prevention and early intervention

The Context for Safeguarding Learning and Development

Safeguarding adults workforce development activity is guided by The Care Act 2014, The Human Rights Act 1998, Mental Capacity Act 2005 (including the Deprivation of Liberty Safeguards).

In addition, a number of key national frameworks exist to provide guidance on Safeguarding Adults competency/capabilities, including "National Competency Framework for Safeguarding Adults" (Revised 2015), "Mental Capacity Act Knowledge and Competencies" (2011), "Care Certificate Standards" (2015), CQC "Guidance for Providers on meeting the regulations" (2015) and the NHS Knowledge and Skills Framework.

Safeguarding does not sit in isolation. It links to other priorities across health and social care for example Dementia, Dignity in Care, and end of life, as well as with children's safeguarding, and with community safety partnership initiatives including Human Trafficking, Female Genital mutilation, and domestic abuse including Controlling and Coercive Behaviour.

Learning and development activity is based on the six principles that govern adult safeguarding. We work to the recognised six safeguarding principles:

- **Empowerment:** people being supported and encouraged to make their own decisions and give informed consent

- **Prevention:** it is better to take action before harm occurs
- **Proportionality:** the least intrusive response appropriate to the risk presented
- **Protection:** support and representation for those in greatest need
- **Partnership:** local solutions through services working with their communities – communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** and transparency in safeguarding practice

The Care Act 2014

The Care Act 2014 established statutory Safeguarding Adults Boards (SABs) from April 2015, along with requirements to develop shared strategies for safeguarding and accountability to their local communities on their progress.

The Care Act states:

Each SAB should promote multi-agency training and consider any specialist training that may be required and should consider any scope to jointly commission some training with other partnerships, such as the Community Safety Partnership

It will promote multi-agency training that ensures a common understanding of abuse and neglect, appropriate responses and agree how to work together.

The SAB should ensure that relevant partners provide training for staff and volunteers on the policy, procedures and professional practices that are in place locally, which reflects their roles and responsibilities in safeguarding adult arrangements.

Employers, student bodies and voluntary organisations should also undertake this, recognising their critical role in preventing and detecting abuse. This should include:

- ***Basic mandatory induction training with respect to awareness of spotting signs of abuse and the duty to report***
- ***More detailed awareness training, including training on recognition of abuse and responsibilities with respect to the procedures in their particular agency***
- ***Specialist training for those who will be undertaking enquiries, and managers; and, training for elected members and others e.g. Healthwatch members***
- ***Post qualifying or advanced training for those who work with more complex enquiries and responses or who act as their organisation's expert in a particular field, for example in relation to legal or social work, those who provide medical or nursing advice to the organisation or the Board***

Training should take place at all levels in an organisation and be updated regularly to reflect current best practice. To ensure that practice is consistent no staff group should be excluded.

Training should include issues relating to staff safety within a Health and Safety framework and also include volunteers. In a context of personalisation, boards should seek assurances that directly employed staff (e.g. Personal Assistants) have access to training and advice on safeguarding.

Training is a continuing responsibility

(<http://www.ncpqsw.com/publications/national-competency-framework-for-safeguarding-adults-comprehensive-and-concise/>) and should be provided as a rolling programme. Whilst training may be undertaken on a joint basis and the KSAB has an overview of the standards and content, it is the responsibility of each organisation to ensure the effective delivery of safeguarding training to its own staff

A recent independent review of the KSAB Multi-Agency training offer highlighted that partner organisations and the majority of Independent Sector providers were delivering single agency Level one Adults Safeguarding Basic Awareness and Level one Mental Capacity Act (MCA) and the Deprivation of Liberty Safeguards (DoLS) Basic Awareness and did not require access to KSAB Level one training. Partners and Independent Sector providers currently deliver Level one training via a range of methods, E. Learning, classroom based, work books etc., this allows for flexibility to meet the needs of individual organisations.

The KSAB Training Sub Group have agreed that it is appropriate for partner organisations and Independent Sector providers to deliver Level one Awareness training on a single agency basis on the condition that training meets the Aims and Outcomes agreed by the training sub group.

To ensure smaller organisations and Independent service providers, including Voluntary Sector organisations continue to have access to Level 1 training, KSAB will still provide Level one Safeguarding Adults Basic Awareness and Level one MCA and DoLS Basic Awareness training. This provision will be accessed via application to Kirklees Council Learning and Development Team.

Making Safeguarding Personal

The Making Safeguarding Personal initiative is a national project set out to develop person-centred responses to safeguarding circumstances, by encouraging councils and their partners to develop a portfolio of responses they can offer to people who have experienced harm and abuse, so that they are empowered and their outcomes are improved.

A successful approach is to ask the person at the beginning what outcomes they wanted to achieve, to check these midway and then review whether or not the outcomes had been met at the end. It is clear that people want to feel in control and are more likely to do so when an outcome-focused, person-centred approach is used.

This document outlines the Training and Workforce Development approach which supports the work of the board and the application of its policies and procedures, and takes forward the key principles of Making Safeguarding Personal. It demonstrates our plan for the development of the workforce so that those working with adults at risk are appropriately skilled and competent.

The Kirklees Safeguarding Adults Board Training Sub Group

The Kirklees Safeguarding Adults Board Training Sub Group is responsible for:

- overseeing the development of the safeguarding workforce development plan and submitting the plan for approval to the Kirklees Safeguarding Adults Board
- ensuring that users of the service and their carers are central to the delivery of training
- working in partnership with the Kirklees Children's Safeguarding Training Sub Group and the Community Safety Partnership on shared agenda/delivery where appropriate
- ensuring the Mental Capacity Act (MCA), Deprivation of Liberty Safeguards (DoLS) and human rights is integral to the delivery of all safeguarding learning events
- commissioning learning and development planning/activities to meet common needs, including training for those undertaking specific roles within the procedures
- ensuring that all learning and development activities have clear learning outcomes and are regularly evaluated
- developing a methodology for identifying and recording training needs across partner agencies to inform planning and commissioning intentions
- supporting partner agencies, to ensure that everyone at all levels has appropriate knowledge and capabilities
- ensuring that all training commissioned or delivered is consistent with safeguarding policy and promotes best practice.

Key Workforce Development Activities

The plan reflects the actions agreed in the board's annual work plan; these include:

- continuing to develop training that promotes and embeds Making Safeguarding Personal
- continuing to focus on prevention of financial abuse, linking into the work of the Kirklees Financial Inclusion Group
- ensuring learning is widely disseminated across partners in Kirklees and actively promote best practice
- enabling practitioners to fully understand the legal context of their work and this is reflected in their practice
- work on prevention including Dignity in Care
- promoting safer and value-based recruitment
- supporting the work of the Safeguarding and Dignity in Care Networks
- disseminating findings and embedding learning from safeguarding adults reviews, other reviews and case audits
- monitoring and quality assurance

Training Needs Analysis

Identifying training and development needs is a dynamic, ongoing process and they are identified using a variety of sources including:

- course evaluations
- staff surveys
- feedback from service users and carers

- Care Quality Commission Inspections of health and social care providers
- Safeguarding Adults Reviews
- senior management recommendations
- national and local guidance
- feedback from partner organisations

And the key recommendations of an independent review of training needs which sought to:

- evaluate and analyse the current learning and development programme for safeguarding adults provided by the KSAB
- identify and measure its effectiveness in embedding the principles and practice of safeguarding adults in line with its statutory duties under the Care Act (2014)
- consider its effectiveness in supporting all partner organisations to meet the key priorities of the KSAB

Case file audits and the board's Challenge Events have continued to identify a need for practitioners to embed the principles of the Mental Capacity Act into their everyday practice. A number of courses have been commissioned to address this need. Preventing the abuse or neglect of adults at risk is a key priority for the Kirklees Safeguarding Adults Board. Training will also continue to focus on prevention.

Professionals and organisations involved in safeguarding adults work need to reflect on the quality of their services and learn from their own practice and that of others. Good practice should be shared so that there is a growing understanding of what works well. Conversely, when things go wrong there needs to be a rigorous, objective analysis of what happened and why, so that important lessons can be learnt and services improved to reduce the risk of future abuse and neglect.

Kirklees Safeguarding Adults Board Multi-Agency Learning and Improvement Framework (MALIF)

In order to achieve these aims it is necessary to support the development of a positive learning environment across the partnership and at all levels within them to help break down cultures that are risk-averse and seek to scapegoat or blame practitioners. To ensure and support the process of sharing learning and good practice, KSAB have agreed the introduction of Kirklees Safeguarding Adults Board Multi-Agency Learning and Improvement Framework (MALIF).

The MALIF describes the way that professionals and organisations protecting adults at risk need to reflect on the quality of their services and learn from their own practice and that of others. This provides a framework for ensuring that safeguarding arrangements deliver the outcomes that people want for moving forward and links to existing work reflected in the Quality Assurance Framework and the Safeguarding Adults Review Framework.

Competency Framework

The training delivery is benchmarked against the nationally-recognised "National Competency Framework for Safeguarding Adults" (2015), (developed by Bournemouth University and endorsed by SCIE) and is designed:

"To outline the competencies within the workforce to allow staff and volunteers to ensure

the safety and protection of adults at risk of or experiencing abuse and neglect. It offers a clear framework of these competencies within varied roles where you may work with an adult at risk". (See link <http://www.ncpqsw.com/publications/national-competency-framework-for-safeguarding-adults-comprehensive-and-concise/>)

It should be used to enable partner agencies to review and assure the Board that different staff groups are competent to an appropriate level and accessing appropriate learning and development opportunities to support this.

The framework provides agreed minimum standards regarding competence levels that are applicable to all partner agencies and it is recognised that staff with specific roles and responsibilities may have additional competence requirements.

Competency Diagram – see Appendix 1 Page 41

Implementing the Workforce Development Plan

This training programme is open to all partner organisations however, it is the responsibility of each agency to communicate and distribute their own organisational workforce development plan and individuals should check the requirements of their own organisation before applying to attend any of the courses within this plan. Partner organisations may also identify the need for specialist training to reflect their specific organisational requirements.

In addition, partner organisations are responsible for disseminating the Multi-Agency Safeguarding Workforce Development Plan within their own organisation and where relevant, to partners, carers and service users.

Kirklees Council Learning and Organisational Development will continue to lead on the delivery of joint safeguarding training activities and will publicise training opportunities to the wider workforce through its website and key partners.

Monitoring and Quality Assurance

Further consideration to the below is required by training sub group

Training is a continuing responsibility and should be provided as a rolling programme. Whilst training may be undertaken on a joint basis and the KSAB has an overview of the standards and content, it is the responsibility of each organisation to ensure the effective delivery of safeguarding training to its own staff.

Both single and Multi-agency training will be monitored by collating information provided from individual partner organisations.

Organisations who are members of the KSAB will be required to provide information to the training sub group within an agreed timescale annually:

Training Offer:

- A copy of the workforce development plan
- Course outlines and information
- CV(s) of trainers

- Details of how the training will be evaluated

Training Delivered

- Number of places offered for each training course
- Numbers of staff who have completed each training course
- Summary of evaluation for each training course

Kirklees Learning and Development Unit will be responsible for the collection of the information and collation for presentation to KSAB.

KSAB will monitor the standards by agreed methods of monitoring and evaluation which will include:

- The completion of a self-assessment mapped against the “National Competency Framework for Safeguarding Adults” (2015), MSP principles and KSAB Strategic Objectives
- Observation of training (evaluated against the “National Competency Framework for Safeguarding Adults” (2015), MSP principles and KSAB Strategic Objectives).

Summary

The workforce development plan is designed to provide the workforce with the knowledge, skills and capabilities to deliver an effective and robust service.

In addition to the workforce development plan, agencies and organisations will be assisted to identify their learning requirements through discussion and consultation process.

The training sub group is committed to working together to ensure that the learning and development needs of partner agencies are met.

*Independent sector providers and voluntary sector can access this training upon request.

All partner organisations may apply for places on Multi–agency training where it is appropriate to the participant’s job role and areas of responsibility.

Safeguarding Adults at Risk – Basic Awareness

New starters in Kirklees Council are required to attend 'Safeguarding Adults at Risk – Basic Awareness' and 'Mental Capacity Act and DoLS - Basic Awareness'.

Who should attend: Staff groups A, B, C, D

Dates:

22 May 2018
10 July 2018
16 October 2018
29 January 2019
26 March 2019

Duration: 3 hours

Aims: To enable staff and volunteers to gain the knowledge and skills to work in a personalised way to prevent and recognise safeguarding concerns and to know what to do when concerns arise.

Outcomes: At the end of the course participants will be able to:

Awareness

1. Describe and demonstrate what Adult Safeguarding is and how to prevent abuse and neglect
2. Recognise adults in need of Safeguarding and take appropriate action in a way that respects the rights, equality and diversity of the individual concerned and promotes the principles of Making Safeguarding Personal
3. Describe how to work in strengths based approach demonstrating dignity and respect when working with individuals and taking a whole family approach

Reporting

4. Know the procedures for reporting a 'Safeguarding Concern'
5. Have knowledge of the policy, procedures and legislation that supports safeguarding Adult's activity
6. Ensuring effective administration and quality of safeguarding processes
7. Know what to do if you suspect any child is at risk of abuse or neglect or is being abused or neglected

Method of assessment: written knowledge test with 100% pass mark

Trainer: Kirklees Council Learning and Organisational Development

Safeguarding Adults Refresher Training - Learning Together to Safeguard Adults

Who should attend: Staff Group A, B, C, D

Course Pre-requisites are:

- To have attended 'Safeguarding adults at risk – Basic awareness' and 'Mental Capacity Act and DoLS - Basic awareness'
- This course should be completed within the first year of employment with the council and then every two years hence.
- Staff who attend Safeguarding Adults at Risk - Undertaking Enquiries in the Workplace and Role of the Safeguarding Co-ordinator and Holding a Planning and Outcomes Meeting training as a part of their role/responsibility will need to complete the Safeguarding Adults Refresher Training - Learning Together to Safeguard Adults course every two years.

Dates: 19 April 2018
12 June 2018
13 September 2018
6 November 2018

Duration: 9:30 – 12:30

Aims: To build upon skills that make safeguarding personal and to be able to act and respond to safeguarding concerns in a multi-disciplinary way with reference to safeguarding legislation, policy and procedure.

Outcomes: by the end of the session you will be able to:

1. Ensure service users are informed and supported in their decision making around Safeguarding Adults concerns
2. Explain the importance of sharing information in a multi-agency way in order to effectively safeguard adults
3. Explore barriers to working together using key themes from a local and national serious adult review
4. Demonstrate the skills and knowledge required to contribute to the Safeguarding Process
5. To be able to understand and implement recent changes to legislation and policy and procedure in relation to safeguarding adults

Trainer: Kirklees Council Learning and Organisational Development

The Role of Councillors in Safeguarding

Entry requirement: None

Who should attend: Elected Members

Dates: To be confirmed

Duration: 3 hours

Aims:

- To equip elected members with the skills to safeguard children and adults at risk in Kirklees.

Outcomes: at the end of the session you will be able to:

- Describe the role of the Safeguarding Children's Board and the Safeguarding Adults Board
- Recognise the signs and symptoms of abuse
- Know what to do if you suspect abuse
- Define the role of elected members in safeguarding
- Be able to handle disclosures safely
- Explain the referral process and who to contact

Trainer: Kirklees Learning and Organisational Development and Kirklees Children's Safeguarding Board

Safeguarding Adults at Risk – Undertaking Enquiries in the Workplace

Entry requirement: Adult Services staff - Only relevant to those in the adult service who may act as a safeguarding enquiry officer

Make yourself familiar with new Policy and Procedure before training – available from 1 April 2018

Dates: 4 & 5 June 2018
17 & 18 September 2018
19 & 20 November 2018
4 & 5 February 2019

Duration: 2 days

Aims: The course will be a mixture of presented materials and case studies, complemented by opportunities for group discussion and role play. Practitioners undertaking enquiries in the workplace will explore how the multi-agency policy and procedure fits within the wider legal framework governing safeguarding responsibilities, including duties owed by regulators, employers, commissioners and frontline staff. It will offer practical guidance on the evidential burdens and obligations owed to Adults at risk, victims and alleged perpetrators when responding to allegations of abuse or neglect.

Outcomes:

- Enhance attendees critical understanding of the legal considerations when undertaking enquiries, including distinguishing between evidential burdens for criminal and civil law,
- Provide an overview of Court structure and review options re protection planning, preventing reoffending and providing restorative justice.
- Develop practice based knowledge of the multi-agency safeguarding policy and procedures in relation to the role of the enquiry officer
- Enhance core practitioners' skills re critical analysis, interviewing and managing confrontation and defensible decision making.

Trainer: Fiona Bateman

Safeguarding Adults at Risk - Role of the Safeguarding Co-ordinator and Holding a Planning and Outcomes Meeting

Target Group: - Adult services - Team Managers and Deputy Team Managers only

Entry requirement: Make yourself familiar with new Policy and Procedure before training – available from 1 April 2018

Dates: 19 September 2018
21 November 2018
6 February 2019

Duration: 1 day

Aims: The course will be a mixture of presented materials complemented by opportunities for group discussion and case studies. Practitioners undertaking the Safeguarding Co-ordinator's role will explore how the multi-agency policy and procedure fits within the wider legal framework. It will also offer an opportunity to reflect on practical steps practitioners can take when preparing, chairing and following up from meetings to secure improved outcomes for Adults at risk.

Outcomes:

- Understand the roles and statutory responsibilities of practitioners working across the partnership;
- Realise MSP principles and conquer common barriers to the practical application of these;
- Enhance core practice skills re critical analysis and defensible decision making, taking into account the legal complexity required for successful safeguarding interventions;
- Develop practice based knowledge of the multi-agency safeguarding policy and procedures

Trainer: Fiona Bateman

Safeguarding adults at risk – Role of the Concerns Manager

Who should attend: Staff group B

All people within organisations responsible for making and deciding when a safeguarding adults concern should be made (mainly managers, deputies and organisational leads)

Dates: 7 June 2018
8 November 2018
7 March 2019

Duration: 3 hours

Aims:

To provide organisations with guidance on the role of the Concerns Manager who will accordingly be responsible for deciding whether to report suspected abuse as a safeguarding adults concern

Outcomes: by the end of the course you will:

- Be aware of the West Yorkshire Safeguarding Adults Policy and Procedures
- Be able to explain the role of the person raising a concern
- Be able to explain the role of the Concerns Manager and how to make the decision whether to report suspected abuse as a safeguarding concern
- Be aware of the procedure once a concern has been raised
- Be aware of any developments

Trainer: Kirklees Council Learning and Organisational Development and Safeguarding Adults Partnership Team

Safeguarding Adults – Safeguarding Adults Reviews and Undertaking Internal Management Reviews

Entry requirement: None

Who should attend: Staff groups C, D

Senior managers who may be required to write internal management reports as part of the Safeguarding Adults Review

Dates: To be commissioned as required

Duration: As required

Aims:

- To provide an overview of the safeguarding adult review process
- To provide guidance in relation to undertaking individual agency management reviews

Adult Safeguarding - Guide to Minute Taking for Minute Takers and Chairs

<http://intranet.kirklees.gov.uk/Policies-and-procedures/Service/Adult-social-care/Safeguarding-adults/safeguardingAdultsMinuteTakingGuide.aspx>

Entry requirement: None.

Who should attend: Kirklees Council Staff only

Business Support staff that may be required to take minutes at Safeguarding Adults at Risk meetings

Note:

This guidance gives both minute takers and chairs clear tips and advice in order to capture accurate, concise and relevant minutes following a Safeguarding meeting.

Business Support officers who are expected to take minutes in a Safeguarding meeting should complete:

- The Safeguarding Adults at Risk – Basic Awareness training, Care Assessment learning
- classroom based generic Minute Taking course first
- all available to book on via MiPod Xtra.

They should also familiarise themselves with the:-

[Safeguarding Adults West and North Yorkshire and York Multi-Agency Policy and Procedures](#)

In addition to this, a minute taker should also be given the option of working with a buddy until they feel confident to take minutes on their own. This guidance should then complement all the above learning interventions.

The Adult Safeguarding guide to minute taking for minute takers and chairs can be found on the Kirklees Council Intranet under Adult Social Care Procedures.

Safeguarding Adults - Network Event

Entry requirement: None

Who should attend: An open invitation to all partner organisations and care providers

Dates: 12 March 2019

Duration: 3 hours

Aims:

- To act as an information exchange

Outcomes: at the end of the session you will be able to:

- Share learning and good practice
- Consider relevant policy changes and national strategy development
- Highlight local and national areas of concern
- Comment on how procedures are working
- Act as a virtual network

Trainer: Kirklees Learning and Organisational Development and guest speakers

Dignity in Care - Network Event

Entry requirement: None

Who should attend: An open invitation to all partner organisations and care providers

Dates: 16 July 2018

Duration: 3 hours

Aims:

- To act as an information exchange

Outcomes: at the end of the session you will be able to:

- Share learning and good practice
- Consider relevant policy changes and national strategy development
- Highlight local and national areas of concern
- Comment on how procedures are working
- Act as a virtual network

Trainer: Kirklees Learning and Organisational Development and guest speakers

Safeguarding Adults - Learning Bytes

Entry requirement: None

Who should attend: An open invitation to all partner organisations and care providers

Dates: **To be confirmed**

Duration: 1½ hours

Aims:

- To provide byte size learning sessions on current topics related to Safeguarding Adults at Risk

Trainer: Kirklees Learning and Organisational Development and guest speakers

Hoarding Awareness Workshop

Who should attend: Staff Group A, B, C, D - all staff who work in the community who may come across people who have a hoarding disorder and require an awareness

Dates: 20 April 2018
15 June 2018
28 September 2018
18 January 2019

Duration: 1 Day – 10:30 – 16:30

Aims:

- To enable learners to fully understand how hoarding affects people
- To empower the learners to empathise with people suffering from Hoarding Disorder
- To explore ways to develop skills for helping clients to help themselves and how to overcome their inability to dispose of their belongings

Overview:

Most hoarded properties are 'cleared out' by cleaning teams. This leads to greater distress and more intense hoarding activity. Clients with hoarding disorder need understanding and empathy in order to help them to develop new behaviours to cope with their excess belongings. This course gives an overview of the condition and draws on the experiences of the practitioner/trainer in developing skills to work with people who hoard.

Trainer: Heather Matuozzo – Clouds End CIC

Supporting People Who Self Neglect

Who should attend: Staff Group A, B, C, D – Kirklees Council staff and partner organisations

Dates: 18 June 2018
5 October 2018
14 December 2018
28 January 2019

Duration: 1 Day – 9:30 – 16:30

Aims:

To provide guidance for practitioners supporting adults with care and support needs who are at risk of harm as a result of self-neglect.

Outcomes:

- To understand working with self-neglect issues within the context of the Care Act 2014 and other relevant legislation.
- To outline the key challenges associated with this work
- To review best practice principles in context of lessons learnt from SAR's, and from research
- To consider the complexity of balancing the needs of adults, capacity, positive risk taking and the need for intervention to protect
- To understand Kirklees multi-agency policy & procedures and how to apply these in practice
- To consider best practice through consideration of case studies based on national research.

Trainer: Lisa Curtis - Ann Craft Trust

Controlling and Coercive Behaviour in an Intimate or Family Relationship (CCB)

Who should attend: Staff Group A, B, C,

Dates: 16 May 2018
1 October 2018
4 December 2018
14 February 2019

Duration: 9:30 – 12:30

Aims: To provide information about CCB and its relationship to domestic abuse and safeguarding

Outcomes: by the end of the session you will be able to:

- To learn about new legislation for CCB
- To identify CCB behaviours and their impact on victims (including children)
- To identify the impact of CCB on mental capacity and the process for referring safeguarding concerns
- To identify the barriers that exist to prevent victims from making disclosures or taking action
- To learn useful tips for asking those difficult questions
- To identify the support available to victims locally

Trainer: Kirklees Council Learning and Organisational Development

Mental Capacity Act and Deprivation of Liberty Safeguards – Basic Awareness

New starters in Kirklees Council are required to attend

- Safeguarding Adults at Risk – Basic Awareness'
- Mental Capacity Act and Deprivation of Liberty Safeguards - Basic
- Induction – one day (Children and Adults)

Entry requirement for new starters in Kirklees: Safeguarding Adults at Risk – Basic Awareness; all other staff there is no entry requirement.

Who should attend: Staff groups A, B, C, D

Dates: 1 May 2018
23 May 2018
12 July 2018
17 September 2018
19 October 2018
14 November 2018
7 February 2019
11 March 2019

Duration: 3 hours – two sessions per day
9.30 am – 12.30 pm and 1.30 pm – 4.30 pm

Aims:

To give participants an overview of the main provisions of the Mental Capacity Act and Deprivation of Liberty Safeguards, and how these impact on their role

Outcomes:

- Describe the 5 principles of the Mental Capacity Act
- Explain what is meant by the term “assessment of capacity” and their role in this
- Describe the term “best interest decision” and their role in this
- Consider the arrangements that can be made for people who lack capacity
- Explain what is meant by the term “Deprivation of Liberty Safeguard”
- Recognise when a Deprivation of Liberty Safeguards authorisation can be applied for and understand the process for this.

Trainer: Simon Bickerton – Safe Choice Training

Mental Capacity Act - Assessing Capacity, Best Interests Decision Making and Working with Unwise Decisions - Generic

Entry requirement: It is recommended that learners complete 'Mental Capacity Act and Deprivation of Liberty Safeguards - Basic Awareness'

Who should attend: Staff group B

Dates: 19 June 2018

Duration: Full day

Aims: To ensure that participants have a good understanding of the main provisions of the Mental Capacity Act 2005 and their roles and responsibilities in relation to these, and are able to apply this knowledge effectively to their practice.

Outcomes: by the end of the course participants will be able to:

- Describe the 5 principles of the Mental Capacity Act 2005 and give examples of how they would apply each of these in practice
- Explain the process for carrying out assessments of capacity
- Describe the term "best interest decision" and explain their roles and responsibilities in making best interest decisions when people lack capacity (including best interest checklist and balance sheet approach)
- Effectively record the assessment and decision-making processes
- Consider who else might be involved in assessment of capacity and best interest decision making
- Describe how to work effectively with people who have been assessed as having capacity and who are making unwise decisions that may be putting them at risk (eg self-neglect and hoarding)
- Identify how people can plan for future care and treatment, including advance decisions
- Explain the roles of the Court of Protection, Lasting Power of Attorney and Court Appointed Deputies
- Describe the role and responsibilities of the Independent Mental Capacity Advocate service
- Explain what is meant by the terms restraint, restriction and deprivation within the Act

Trainer: Simon Bickerton – Safe Choice Training

Mental Capacity Act - Assessing Capacity, Best Interests Decision Making and Working with Unwise Decisions – Social Work

Entry requirement: It is recommended that learners complete 'Mental Capacity Act and Deprivation of Liberty Safeguards - Basic Awareness'

Who should attend: Staff group B

Dates: 6 July 2018

Duration: Full day

Aims: To ensure that participants have a good understanding of the main provisions of the Mental Capacity Act 2005 and their roles and responsibilities in relation to these, and are able to apply this knowledge effectively to their practice.

Outcomes: by the end of the course participants will be able to:

- Describe the 5 principles of the Mental Capacity Act 2005 and give examples of how they would apply each of these in practice
- Explain the process for carrying out assessments of capacity
- Describe the term "best interest decision" and explain their roles and responsibilities in making best interest decisions when people lack capacity (including best interest checklist and balance sheet approach)
- Effectively record the assessment and decision-making processes
- Consider who else might be involved in assessment of capacity and best interest decision-making
- Describe how to work effectively with people who have been assessed as having capacity and who are making unwise decisions that may be putting them at risk (eg self-neglect and hoarding)
- Identify how people can plan for future care and treatment, including advance decisions
- Explain the roles of the Court of Protection, Lasting Power of Attorney and Court Appointed Deputies
- Describe the role and responsibilities of the Independent Mental Capacity Advocate service
- Explain what is meant by the terms restraint, restriction and deprivation within the Act

Trainer: Simon Bickerton – Safe Choice Training

Mental Capacity Act and the Mental Health Act Interface

Who should attend: All social workers and Best Interest Assessors (BIA's) who require an understanding and awareness of the interface between the MCA and MHA

Dates:

9 July 2018
16 January 2019

Duration: Full day

Aims:

Understand the key parts of the Mental Capacity Act and Mental Health Act.

Outcomes:

- Understand the key parts of the Mental Capacity Act and Mental Health Act
- Explain how their working practices will be affected by the legislation
- Demonstrate how the Acts will affect their clients/service users
- Use the legislation to establish which Act will be most appropriate in which circumstances
- Consider key issues affecting hospital admission such as the compliant incapacitated informal patient and the cases of Sessay and AM v South London & Maudsley NHS Foundation Trust 2013
- Demonstrate practical application of the Acts in a number of case scenarios
- Understand how treatment decisions may be affected by advance decisions and Lasting Powers of Attorney

Trainer: April Ramsden - SWYT

Mental Capacity Practice Development Session

Who should attend: All social workers (from ASYE to Senior Practitioners)
Community Assessment Support Officers
Senior Community Assessment Support Officers
Adult Services and Mental Health Services

Dates: 3 October 2018

Duration: 3 hours – 9.30 am – 12.30 pm and 1.30 pm – 4.30 pm

Aims:

To enable participants to carry out assessments of capacity, make best interest decisions for people who lack capacity, and record these processes effectively using Kirklees documentation. To ensure practice and recording is fully legally compliant.

Outcomes:

- Consider how the 5 statutory principles of the Mental Capacity Act should be applied to practice
- Describe the two-stage test of capacity and how they would apply this to more complex capacity assessments
- Explain the best interest decision-making process for people who have been assessed as lacking capacity, including how to apply the best interest checklist and balance sheet approach
- Describe how to resolve disagreements about the capacity of an individual to make a decision and disagreements about what is in the best interests of someone who has been assessed as lacking capacity
- Describe how to record the assessment and decision-making processes effectively (using agreed Kirklees documentation)
- Apply the principles of defensible report writing and decision making in practice.

Trainer: Simon Bickerton – Safe Choice Training

Best Interest Assessor Training

Who should attend: Level 3 Social Workers

Entry requirement:

1. The individual must be a suitably qualified professional (as per Department of Health guidance) an AMHP, a Social Worker, an Occupational Therapist, Nurse or a Chartered Psychologist.
2. The individual practitioner must have a minimum of two years post qualifying experience.
3. The individual practitioner must have appropriate professional registration (GSCC/NMC/HPC).
4. For entry to the University of Huddersfield BIA course learners who are not AMHP are required to complete the Mental Capacity and Mental Disorder module first.

Dates: Dates will be advertised throughout the year.

Contact: Learning and Organisational Development for further information

Duration: Determined by provider

Aims:

The module will equip students with the knowledge, skills and ability to demonstrate the key competencies required by the legislation for the role of Best Interest Assessor

Additional information:

Professionals who undertake this training are required to carry out the role of Best Interest Assessor, which involves being part of the rota to undertake assessments under the DoL safeguards.

Trainer: Leeds Beckett University and University of Huddersfield

Best Interest Assessor Refreshers

Entry requirement: None

Who should attend: Qualified Best Interest Assessors

Dates: BIAs will be advised of dates

Duration: Variable

Aims:

To meet the statutory requirements for the role of Best Interest Assessor

Trainer: In-house and via the BIA Regional Forum

DoLS for Social Workers and Other Professionals who work with Managing Authority and may come across Deprivation of Liberty

Entry requirement: A working knowledge of the Mental Capacity Act and Deprivation of Liberty Safeguards is required.

Who should attend: Staff groups B, C, D

Managers, deputies and health staff who provide care and support and are Managing Authorities in line with the Deprivation of Liberty Safeguards.

Social Workers/care home liaison teams and all other professionals who work with Managing Authorities in line with the Deprivation of Liberty.

Operational Managers, Head of Assessment, Care Managers and Service Managers

Dates: 14 June 2018
26 September 2018

Duration: Full day

Aims:

To enable participants to have a good understanding of what constitutes a deprivation of liberty, and are clear about the Deprivation of Liberty Safeguards application and authorisation processes to ensure that there is always a legal authorisation for any deprivation of a person's liberty.

Outcomes:

By the end of the session participants will be able to:

- Consider what constitutes a deprivation of liberty and give practical examples (taking into account the Supreme Court rulings and recent developments and guidance)
- Explain how a deprivation of liberty can be identified
- Explain the difference between “restriction”, “restraint” and “deprivation” within the context of the Mental Capacity Act, and the importance of exploring least restrictive options
- Describe the key features of the Deprivation of Liberty Safeguards (DOLS)
- Describe when a Deprivation of Liberty authorisation should be applied for, and the process for this (including arrangements for community settings and the role of the Court of Protection)
- List the key people / bodies that have responsibilities within the DOLS
- Describe the assessment process (including the importance of providing evidence to support the decision-making process)
- Identify the key features of an urgent authorisation and a standard authorisation
- Describe how the DOLS relate to the rest of the Mental Capacity Act (MCA)
- Explain responsibilities within the DOLS process
- Name the body responsible for monitoring the safeguards.

Trainer: Simon Bickerton – Safe Choice Training

DoLS for Managing Authority

Entry requirement: A working knowledge of the Mental Capacity Act and Deprivation of Liberty Safeguards is required.

Who should attend: Staff groups B, Managers, deputies and health staff who provide care and support and are Managing Authorities in line with the Deprivation of Liberty Safeguards.

Dates: 10 December 2018
11 January 2019

Duration: Full day

Aims:

To enable participants to have a good understanding of what constitutes a deprivation of liberty, and are clear about the Deprivation of Liberty Safeguards application and authorisation processes to ensure that there is always a legal authorisation for any deprivation of a person's liberty.

Outcomes:

By the end of the session participants will be able to:

- Consider what constitutes a deprivation of liberty and give practical examples (taking into account the Supreme Court rulings and recent developments and guidance)
- Explain how a deprivation of liberty can be identified
- Explain the difference between “restriction”, “restraint” and “deprivation” within the context of the Mental Capacity Act, and the importance of exploring least restrictive options
- Describe the key features of the Deprivation of Liberty Safeguards (DOLS)
- Describe when a Deprivation of Liberty authorisation should be applied for, and the process for this (including arrangements for community settings and the role of the Court of Protection)
- List the key people / bodies that have responsibilities within the DOLS
- Describe the assessment process (including the importance of providing evidence to support the decision-making process)
- Identify the key features of an urgent authorisation and a standard authorisation
- Describe how the DOLS relate to the rest of the Mental Capacity Act (MCA)
- Explain responsibilities within the DOLS process
- Name the body responsible for monitoring the safeguards.

Trainer: Simon Bickerton – Safe Choice Training

Workshops to Raise Awareness of Prevent

Prevent is a national strategy aimed at preventing people from becoming radicalised and focuses on all aspects of the ideological spectrum through which people may become radicalised

Kirklees has a Prevent Team who work within the community to promote the Prevent Agenda

Workshops to raise awareness of Prevent are regularly run, and all staff within Children and Adults Directorates should attend one of these

The courses are available to book on through Mipod Xtra

If you want further information about Prevent visit the Kirklees website

www.kirklees.gov.uk/prevent

Domestic Abuse Training – Level 2

This is a joint event between Kirklees Children's Trust Board, Kirklees Community Safety Partnership, Kirklees Adult Safeguarding Board and Kirklees Health and Wellbeing Board.

Entry requirement: Would recommend that participants have completed the Domestic Abuse: Basic Awareness e-learning package

Who should: Anyone working in Kirklees who want to find out more about domestic abuse

Dates: 15 May 2018
04 July 2018
25 September 2018
13 November 2018
29 January 2019
06 March 2019

Time: 9:30 – 12:30

Aims:

To raise awareness of domestic abuse and provide information to enable participants to respond appropriately to domestic abuse.

Outcomes:

At the end of the course participants will be able to:

- Define domestic abuse
- Explain the different forms of domestic abuse
- Identify the signs of domestic abuse
- Discuss the impact of domestic abuse on victims
- Explain what professionals should do if they become aware of domestic abuse
- Explain what help and support is available for victims of domestic abuse

Trainer: Chani Mortimer and Alexia Gray

To book a place on this briefing please go to

www.kirkleessafeguardingchildren.com click on course management system and log in. If you have any difficulties please contact: kscb.admin@kirklees.gov.uk

DRAMM and MARAC in Kirklees

Safeguarding High Risk Victims of Domestic Abuse and their Children

This is a joint event between Kirklees Children's Trust Board, Kirklees Community Safety Partnership, Kirklees Adult Safeguarding Board and Kirklees Health and Wellbeing Board.

Who should attend:

Anyone working in Kirklees who want to find out more about local processes for responding to high risk domestic abuse cases. We would expect that attendees have at least a basic awareness of domestic abuse and its impact on victims.

The session will give information and provide opportunities for questions.

Dates:	19 April 2018	17 October 2018
	17 May 2018	14 November 2018
	14 June 2018	12 December 2018
	25 July 2018	15 January 2019
	22 August 2018	6 February 2019
	4 September 2018	5 March 2019

Time: 10:00 – 11:30

To book a place on this briefing please go to www.kirkleessafeguardingchildren.com click on course management system and log in. If you have any difficulties please contact kscb.admin@kirklees.gov.uk

The [Multi-Agency Risk Assessment Conference \(MARAC\)](#) is a regular meeting where local agencies share information about high risk domestic abuse victims and work together to develop a risk focused, co-ordinated safety plan to safeguard the victim and their children.

This briefing provides an overview of the process for:

- Identifying high risk cases of domestic abuse
- Making referrals into MARAC
- Safety planning at MARAC meetings
- Providing feedback to victims and professionals

Trainer: Chani Mortimer and Alexia Gray

Briefings will be held in the Ground Floor Conference Room in Civic Centre 1

To reserve your place, please book via MiPod Xtra for internal Kirklees staff or via Learning Matters for external colleagues

Safeguarding Adults at Risk – Forced Marriage, Female Genital Mutilation and Honour Based Violence

Entry requirement: Safeguarding Adults at Risk – Basic Awareness and Working Together to Safeguard Children are strongly recommended to be completed first

Who should attend: Staff groups A, B, C, D

Dates: 26 April 2018
3 July 2018
27 September 2018
8 November 2018
7 February 2019

Time: 09:30-16:30

Aims:

To enable better detection and protection of children and adults at risk of Honour Based Violence (HBV), Forced Marriage (FM) and Female Genital Mutilation (FGM)

Outcomes:

At the end of the briefing participants will be able to:

- Define Forced Marriage, Female Genital Mutilation and Honour Based Violence
- Summarise the legal context
- Identify children and adults at risk of Honour Based Violence, Forced Marriage and Female Genital Mutilation
- Describe the barriers to seeking help and service provision
- Take appropriate action when a disclosure is made regarding fear of or actual Honour Based Violence, Forced Marriage and Female Genital Mutilation
- Discuss local, and national case examples of good practice

Trainer: Becki Hinchliffe and others

Booking: <http://www.kirkleessafeguardingchildren.co.uk/>

Safeguarding Adults at Risk and Children – Forced Marriage, FGM and Honour Based Violence

This is a joint event between Kirklees Children’s Trust Board, Kirklees Community Safety Partnership, Kirklees Adult Safeguarding Board, Kirklees Health and Wellbeing Board and Police

Entry requirement: None

Who should attend: Staff groups A, B, C, D

Dates: 24 April 2018
9 May 2018

Time: 9:30-12:30

Aim:

To provide basic awareness of Honour Based Violence (HBV), Forced Marriage (FM) and Female Genital Mutilation (FGM) and the role that frontline staff can play in identifying these hidden issues that affect children and adults at risk

Outcomes:

At the end of the briefing participants will be able to:

- Define Forced Marriage, Female Genital Mutilation and Honour Based Violence
- Summarise the legal context
- Discuss local, national and international picture

Trainer:

Learning and Organisational Development in partnership with the Domestic Abuse and Safeguarding Partnership and West Yorkshire Police

Resources and Further Training and Development Opportunities

Human Rights Act and Adults at Risk

The Human Rights e-learning is no longer available on MiPod Xtra, however it has been replaced by a link to the [Equality and Human Rights Commission](#) website where a great deal of information can be found.

Human Rights Act Individual Learning Session is available at SCILS – see details below.

Social Care Information and Learning Service (SCILS)

An online learning resource/community dedicated to the Health and Social Care Sector.

A wide range of social care materials are available either for online or group learning along with other services that support social care professionals in furthering their knowledge.

SCILS is available free of charge to Kirklees staff, Independent and Voluntary sector providers and health partners within Kirklees.

To access SCILS:

Step 1

Register for SCILS by emailing learning.matters@kirklees.gov.uk stating your name, work address and telephone number. You will be sent your registration details.

Step 2

Go to [Social Care Information and Learning Services \(SCILS\) register](#)

Step 3

Add your registration number.

Step 4

Enter your personal details and create your own password that you will then use to access the website.

Full joining instructions can be found on [Kirklees SCILS \(Social Care Information and Learning System\)](#) webpage

Court skills: Useful information

Helpful articles from Community Care on-line:-

‘How social workers can improve court appearances’:-

<http://www.communitycare.co.uk/2010/04/09/how-social-workers-can-improve-court-appearances/>

‘Confident under cross-examination? Improving social work evidence in court’:-

<http://www.communitycare.co.uk/2016/05/09/confident-cross-examination-improving-social-work-evidence-court/>

Article in Community Care called ‘Petrified by court? Then arm yourself with the skills you need:- <http://www.communitycare.co.uk/2017/07/21/petrified-court-arm-skills-need/>

One Stop Social on-line article: Social Work Basic Court Skills – what you need to know.

(Focussed on children’s social work but applicable to attending court as an adult social worker):-

<https://www.onestopsocial.co.uk/social-work-basic-court-skills-need-know/>

Court of Protection

Court of Protection Protocol from Shropshire Council, available at:-

<https://www.scie.org.uk/files/mca/directory/shropshire-court-of-protection-protocol.pdf>

Good practice guidance on assessing the Court of Protection on the SCIE website:-

<https://www.scie.org.uk/publications/guides/guide42/how.asp>

General advice on giving evidence in court

NIDirect website:- <https://www.nidirect.gov.uk/articles/giving-evidence-court>

Remember you can drop in and view a trial at the magistrate’s court at any time, see:-

<http://open.justice.gov.uk/get-involved/how-you-can-take-part/>

Journal of Adult Protection

Please click on the hyperlink below for access:-

<https://www.emeraldinsight.com>

<http://emeraldinsight.com/loi/jap>

<http://www.emeraldinsight.com/journal/jap>

The Journal of Adult Protection takes an inclusive view on adult abuse and draws together papers which cover a wide range of issues in adult protection and related agendas. It offers vital access to innovative research, viewpoints and commentary on current policy in this important field of adult protection and safeguarding adults.

Kirklees Safeguarding Adult Reviews

A Safeguarding Adults Review is carried out when an adult at risk dies or has experienced serious neglect or abuse and there is concern that agencies could have worked more effectively to protect the adult.

A Safeguarding Adults Review is a multi-agency learning process. It aims to:

- identify and promote good practice
- encourage effective learning
- make recommendations for future practice so that deaths or serious harm can be prevented from happening again

To read published Kirklees Safeguarding Adult Reviews please go to:

<http://www.kirklees.gov.uk/beta/adult-social-care-providers/kirklees-safeguarding-adults-board.aspx>

Kirklees Multi-Agency Safeguarding Children training courses

[KSCB Multi Agency Training](#)

Keeping children safe is everybody's business and Kirklees Safeguarding Children Board provide multi-agency safeguarding children training courses that are targeted at all staff from statutory, voluntary and independent agencies who work with children, young people, families and adults at risk in the Kirklees area.

<http://www.courses.kirkleessafeguardingchildren.co.uk/>

Key contacts

If you have any questions about the programme please use the contacts identified below or use your identified lead within your organisation

Name	Contact number	E-mail
Kirklees Council	Business support team Tel: 01484 221000 ext 77943	learning.matters@kirklees.gov.uk
Kirklees Council	Jackie McGranaghan Tel: 07976 194005	jackie.mcgranaghan@kirklees.gov.uk
The Mid Yorkshire Hospitals NHS Trust	Frances Aldington Named Professional Safeguarding Adults Tel: 01924 546305 Fax: 01924 543949	frances.aldington@midyorks.nhs.uk
Locala Community Partnerships	Susan Wallace Karen Charlton Safeguarding Adults Team Tel: Susan 030 3330 9065 Karen 030 3330 8969	susan.wallace@locala.org.uk karen.charlton@locala.org.uk
Calderdale and Huddersfield NHS Foundation Trust	Vicky Thersby Head of Safeguarding Children and Adults Anne Brier, Named Nurse Safeguarding Adults Tel: 01422 224570	anne.brier@cht.nhs.uk
South West Yorkshire Partnership (NHS) Foundation Trust	Carol Morgan Tel: 01924 328630 or 01924 327506	carol.morgan@swyt.nhs.uk
Greater Huddersfield Clinical Commissioning Group and North Kirklees Clinical Commissioning Group (part of the shared Safeguarding service across NHS Calderdale, Greater Huddersfield and North Kirklees CCGs)	Clare Robinson Tel: 01484 464256	clare.robinson10@nhs.net

Booking form for courses hosted by Kirklees council only

Application form for staff to attend Kirklees learning and organisational development training courses and seminars

Email your completed form to learning.matters@kirklees.gov.uk

To be completed by applicants line manager/supervisor

Establishment / Company name:
Address:
Post code:
Tel no:
Line manager / supervisor name:
Email address for joining instructions:

Activity title	Date	Time	Staff name	Job title	* Additional requirements

(Please add extra lines as required by right clicking mouse and clicking insert)

* Additional requirements include wheelchair access, large print, induction loop, Braille, dyslexia and support undertaking tests.

Please ensure that you inform us of your requirements.

Appendix 1 Competencies

<p>Staff group A Anyone who has contact with adults at risk, who may need to identify abuse and make an alert, but do not have a specific responsibility to intervene or act on alerts</p> <p>Included but not limited to: All staff who have contact with adults at risk e.g. Care Staff, Domestic Staff, Drivers, Volunteers, Elected Members, HR staff, clerical staff, Charity Trustees</p>	<p>Awareness</p> <ol style="list-style-type: none"> 1. Understand and demonstrate what Adult Safeguarding is 2. Recognise adults in need of Safeguarding and take appropriate action 3. Understand dignity and respect when working with individuals <p>Reporting</p> <ol style="list-style-type: none"> 4. Understand the procedures for making a ‘Safeguarding Alert’ 5. Have knowledge policy, procedures and legislation supports safeguarding Adult’s activity 6. Ensuring effective administration and quality of safeguarding processes 	<p>Levels of Training:</p> <p>Level 1: Basic Awareness</p>
<p>Staff group B People with a particular professional/organisational responsibility for safeguarding adults. They have to be able to act on concerns and contribute appropriately to local and national policies, legislation and procedures</p> <p>Included but not limited to: Social Workers, Nurses, Front Line Managers, Health and Social Care Provider Managers, Adult Safeguarding Enquiry officers</p>	<p>Inform, Involve and Listen</p> <ol style="list-style-type: none"> 7. Ensure service users are informed and supported in their decision making around Safeguarding Adults concerns 8. Ensure information is shared appropriately and all relevant partners are involved <p>Knowledge and Skills</p> <ol style="list-style-type: none"> 9. Demonstrates skills and knowledge to contribute effectively to the Safeguarding processes <p>Legislation, Policy and Procedure</p> <ol style="list-style-type: none"> 10. Awareness and application of a range of legislation, local and national policy and procedural frameworks <p>Reporting and Recording</p> <ol style="list-style-type: none"> 11. Maintaining accurate and complete records and achieving best evidence <p>Respond</p> <ol style="list-style-type: none"> 12. Demonstrate appropriate responses to Safeguarding Adults concerns <p>Manage</p> <ol style="list-style-type: none"> 13. Managing safeguarding adult concerns and enquiries 	<p>Levels of Training:</p> <p>Level 1: Basic Awareness Level 2: Enquiry Officer Training (dependent upon role)</p>
<p>Staff group C Those who have management/strategic responsibility for the delivery of safeguarding adult’s services, including the development of policies and procedures, and partnership working</p> <p>Included but not limited to: Operational Managers, Heads of Assessment and Care Managers, Service Managers</p>	<p>Develop and promote</p> <ol style="list-style-type: none"> 14. The provision of training and supervision to develop and promote Adult Safeguarding <p>Engage</p> <ol style="list-style-type: none"> 15. Robust inter-agency and multi-agency systems to promote best practice <p>Support</p> <ol style="list-style-type: none"> 16. Support the development of robust internal systems to provide consistent, high quality Safeguarding Adults service 17. Chair Safeguarding Adults meetings, discussions and professional’s meetings 18. Ensure record systems are robust and fit for purpose 	<p>Levels of Training:</p> <p>Level 1: Basic Awareness Level 2: Enquiry Officer Training (dependent upon role) Level 3: Coordinator and Chairing Case Conferences (dependent upon role)</p>
<p>Staff group D People with strategic responsibility for policy systems</p> <p>Included but not limited to: Head of Support Services, Head of Directly provided Services, Heads of Assessment and Care management Services</p>	<p>Lead</p> <ol style="list-style-type: none"> 19. Lead the development of effective policy and procedures for Safeguarding Adult services in your organisation <p>Strategic Planning in line with SAB’s</p> <ol style="list-style-type: none"> 20. Ensure plans and targets for Safeguarding Adults are embedded at a strategic level across the organisation <p>Develop and Promote</p> <ol style="list-style-type: none"> 21. Develop and maintain systems to ensure the involvement of those who use your services in the evaluation and development of your Safeguarding Adults services 22. Promote awareness of Safeguarding Adults systems within your organisation and outside of your organisation 	<p>Levels of Training:</p> <p>Level 1: Basic Awareness</p> <p>As identified</p>

