



**Partners in  
preventing  
abuse and  
neglect**

**Learning  
and  
Development Plan  
2019 - 2020**

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## Introduction

As Kirklees Safeguarding Adults Board (KSAB) it is our responsibility to lead adult safeguarding arrangements in Kirklees and to seek assurance of the effectiveness of the safeguarding work of statutory agencies and partners.

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
- 'Making Safeguarding Personal' principles are embedded

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

As the KSAB is not a training provider, the Learning and Development sub group have produced this Learning and Development Plan to support the KSAB to fulfil its key priority under the Care Act 2014 which is to:

*Promote multi-agency workforce development and consideration of specialist training that may be required.*

This multi-agency learning plan provides learning opportunities in addition to the statutory requirement set out in the Care Act 2014 for employers, student bodies and voluntary

organisations to:

*“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”.*

The learning and development sub group will review and add to this Learning and Development Plan throughout the year and will provide further learning events as and when identified to include any learning from Safeguarding Adult Reviews locally and nationally.

## **Training Approach**

Partners including voluntary organisations are individually and separately responsible for assessing the learning and development needs of their own staff or volunteers and we recognise and respect that this is likely to look different from organisation to organisation.

Each organisation must make its own judgement, based on their own particular circumstances, role and function, as to whether they feel their own staff/volunteers are skilled and competent in what they are expected to deliver in terms of their safeguarding responsibilities. In some, but not all, cases this may be informed by the requirements of commissioners and regulators, however as a board we do not set standards in this area: what you might reasonably expect of a large statutory provider is, for example, not necessarily what you would expect of a small community group or similar.

This is on the basis that the KSAB are not a training provider.

If you need additional support around learning and development then speak to your commissioners, networks etc. as well as the Kirklees Council Learning and Development team. Here are some useful links:

[Adult social care providers information](#)

[Safeguarding adults information for professionals](#)

[Supporting the Third Sector in Kirklees](#)

[Kirklees Community Plus](#)

[Volunteering Kirklees](#)

Managers within each partner organisation are responsible for supporting staff or volunteers to identify both their personal or job related learning and development needs, for ensuring relevant learning is undertaken, for assessing competence post-learning, and monitoring and evaluating the impact of learning back in the workplace. Workers and volunteers are responsible for contributing towards identifying their own learning needs, for example undertaking personal learning and attending learning events as appropriate. Then applying and evaluating this learning back in the workplace, and as part of accruing evidence of professional competence.

Where learning or development needs are established these may be met by attending learning events or met by alternative methods such as coaching, on-line learning, shadowing more experienced workers and other development opportunities.

Managers should hold a pre-learning discussion with staff or volunteers to explore what will be learnt and how this applies to their job role. This should be followed by a post course learning discussion to review the effectiveness of the learning, guided by relevant national competences, including:

- The National Competency Framework (2015) for Safeguarding Adults
- Adult Safeguarding: Roles and Competencies for Health Care Staff (2018)

Currently the learning 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 [National Competency Framework \(2015\) for Safeguarding Adults](#).)

Please see [Appendix 1](#) National Competency Framework for Safeguarding Adults to identify staff groups who should attend the learning events.

The Adult Safeguarding: Roles and Competencies for Health Care Staff First edition: August 2018, Intercollegiate Document was recently published and has been produced by intercollegiate endeavour and is intended to have relevance to all health care professionals and social care colleagues. It is designed to be used in all organisations that provide or commission health care for adults regardless of sector, setting or size. The document sets out a framework to help staff, practitioners, employers and commissioners understand the role and level of education/competence awareness/systems which correlates to a particular job purpose. (See link [Adult Safeguarding: Roles and Competencies for Health Care Staff](#))

Both documents can be used to enable partner organisations 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 Learning and Development sub group will undertake further work to consider how to benchmark the documents against learning delivery to meet each partner’s organisational requirements and provide assurances to the SAB.

## **Training Programme Administration**

The Learning and Development Plan is administered by the Kirklees Council Learning and Organisational Development Team. The team receives course bookings and issues joining instructions to delegates and maintains a record of course attendance. Council employees are able to self-book onto the courses on [MiPod](#); all other bookings should be made using the [Booking form](#).

## **Additional Learning and Development Opportunities and Resources**

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.

The learning and development plan includes details of linked agenda's learning opportunities.

In addition it includes details of Mental Capacity Act (MCA) and Deprivation of Liberty (DoLS) learning events provided by Kirklees Adult Social Care to support and provide additional learning to ensure a competent and skilled workforce.

### **Summary**

Partners are individually and separately responsible for assessing the learning and development needs of their own staff or volunteers and ensuring that they provide the relevant learning opportunities. We recognise and respect that this is likely to look different from organisation to organisation.

The KSAB is not responsible for providing the training or learning for partners, including the independent and voluntary sector, therefore, this multi-agency learning plan provides learning opportunities in addition to the statutory requirement set out in the Care Act 2014.

The learning and development sub group is committed to working together to deliver specialised and high quality learning opportunities on a multi-agency basis.

All partner organisations may apply for places on multi-agency learning events where it is appropriate to the participant's job role and areas of responsibility.

## **Safeguarding Adults at Risk – Basic Awareness**

It is the organisations responsibility to ensure their staff receive basic awareness training for example in accordance to their contractual or regulatory requirement.

The SAB provides a limited range of learning opportunities to give staff volunteers the basic knowledge and skills required to safeguard adults at risk;

- Workbook – please contact Learning & Organisational Development at Kirklees Council – 01484 22100 x 77944 or email [learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk)
- Social Care Information and Learning Service (SCILS)

An online learning resource/community dedicated to the Health and Social Care Sector which includes Safeguarding Adults at Risk Basic Awareness learning materials (See page 8 for more details)

- E-learning – currently only available to staff / volunteers with a MiPod account
- Classroom based learning events – please see below

**Please check your organisational requirements before booking / undertaking any of the learning opportunities provided**

## 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

\*Small independent sector and voluntary sector providers can access the learning events upon request.\* please contact Kirklees learning and development team to discuss.

**Dates:** 1 May 2019  
1 July 2019  
1 October 2019  
6 January 2020  
3 March 2020

**Duration:** 9:30 – 12:30

**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*

- Describe and demonstrate what Adult Safeguarding is and how to prevent abuse and neglect
- 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
- Describe how to work in strengths based approach demonstrating dignity and respect when working with individuals and taking a whole family approach

### *Reporting*

- Know the procedures for reporting a 'Safeguarding Concern'
- Have knowledge of the policy, procedures and legislation that supports Safeguarding Adult's activity
- Ensuring effective administration and quality of safeguarding processes
- 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

\*Small independent sector and voluntary sector providers can access the learning events upon request\* please contact Kirklees learning and development team to discuss.

### **Course Pre-requisites are:**

- To have previously undertaken learning 'Safeguarding adults at risk – Basic awareness' and 'Mental Capacity Act and DoLS - Basic awareness'
- 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 learning event as a part of their role/responsibility will need to complete the Safeguarding Adults Refresher learning event - Learning Together to Safeguard Adults course every two years.

**Dates:**  
**2 April 2019**  
**6 June 2019**  
**26 September 2019**  
**5 November 2019**  
**7 January 2020**  
**4 February 2020**  
**5 March 2020**

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

- Ensure service users are informed and supported in their decision making around Safeguarding Adults concerns
- Explain the importance of sharing information in a multi-agency way in order to effectively safeguard adults
- Explore barriers to working together using key themes from a local and national serious adult review
- Demonstrate the skills and knowledge required to contribute to the Safeguarding Process
- 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

## **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 Safeguarding Children's Board

## **Safeguarding Adults at Risk – Undertaking Enquiries in the Workplace**

**Who should attend:** All staff who may be required as part of their role to undertake a safeguarding adult's enquiry

**Dates:** 10 – 11 June 2019  
25 – 26 September 2019  
21 – 22 November 2019  
10 – 11 February 2020

**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**

**Who should attend:** All staff who may be required as part of their role to co-ordinate a safeguarding adult's enquiry and hold a planning meeting

**Dates:** 27 September 2019  
20 November 2019  
12 February 2020

**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 – The 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:**        **8 May 2019**  
                  **10 September 2019**  
                  **26 February 2020**

**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:** at 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

## **Making Safeguarding Personal: Achieving Person Centred Outcomes**

**Who should attend:** All Partner Organisations, All Age Disability, Adult Social Care Staff and including Independent Sector and Voluntary Sector Organisations

**Dates:** 11 June 2019  
20 November 2019

**Duration:** 2½ hours

**Aims:** To introduce the concept of Making Safeguarding Personal (MSP) and how MSP can be embedded into organisational culture and to explore the knowledge and skills required to ensure that all Safeguarding interventions are person centred, and include the person (or their advocate) in identifying and achieving their desired outcome.

**Outcomes:** by the end of the course you will:

- Describe the background and the legal and policy context of MSP
- Describe the application of MSP principles to adult safeguarding and the skills and knowledge required to ensure a personalised approach
- Describe the value of establishing meaningful outcomes within a safeguarding enquiry
- Describe the need to work with a person to enhance choice and control and how to apply the Mental Capacity Act to ensure their wishes and feelings are paramount
- Discuss national and local feedback and research and the individual's experience of being involved in a safeguarding enquiry
- Describe the importance of making best use of advocacy and/ or family and friends for the individual
- Describe the role of MSP in prevention and early intervention

**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 Assess e-learning
- classroom based generic Minute Taking course first
- all available to book on via MiPod Xtra.

They should also familiarise themselves with the

[Joint Multi-Agency Safeguarding Adults 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:** 10 March 2020

**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:** 8 July 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

## **Safeguarding Adults Reviews - Network Event**

**Entry requirement:** None

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

**Dates:** 9 October 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

## **Safeguarding Adults – Learning Bytes**

**Entry requirement:** None

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

**Dates:** 15 May 2019 – Covert Medication

**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 are potentially hoarding.

**Dates:** 12 April 2019  
17 June 2019  
20 September 2019  
17 January 2020

**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 hoarding cases involve the properties being '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

**Dates:** 13 June 2019  
3 October 2019  
12 December 2019  
16 January 2020

**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 and procedures and how to apply these in practice
- To consider best practice through consideration of case studies based on national research.

**Trainer:** Tina Thordal- Ann Craft Trust

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

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

**Dates:** 13 May 2019  
22 October 2019  
11 December 2019  
7 February 2020

**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**

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

**Dates:** 3 April 2019  
9 May 2019  
4 July 2019  
7 October 2019  
14 January 2020

**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:** Fazeela Hafejee – Aeonian Solutions Ltd

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

**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:** 20 June 2019  
24 September 2019

**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:** at 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:** Fazeela Hafejee - Aeonian Solutions Limited

## **Mental Health Act and Mental Capacity Act Interface**

**Who should attend:** All staff who require an understanding of Mental Capacity Act and the Mental Health Act Interface including social workers and Best Interest Assessors (BIA's)

**Dates:** 10 July 2019  
30 January 2020

**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:** Social Workers, Community Assessment Support Officers, Senior Community Assessment Support Officers, Mental Health Services, All Age Disability

**Dates:**        **6 June 2019**  
                  **13 November 2019**

**Duration:**    9:30 – 12:30 or 13:30 – 16:30

**Pre-requisites:**

Delegates must be responsible for completing MCA assessments and have completed Mental Capacity Basic Awareness course (Level 1)

**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:** Fazeela Hafejee - Aeonian Solutions Limited

## **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:**           **17 September 2019**  
                          **27 January 2020**

**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:** Fazeela Hafejee – Aeonian Solutions Limited

## **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:**           **15 October 2019**  
                          **22 January 2020**

**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:**        Fazeela Hafejee - Aeonian Solutions Limited

## **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](http://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:**        **30 April - KSCB Training Room**  
                  **18 June - KSCB Training Room**  
                  **3 October - KSCB Training Room**  
                  **25 February 2020 - KSCB Training Room**

**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](http://www.kirkleessafeguardingchildren.com) click on course management system and log in. If you have any difficulties please contact: [kscb.admin@kirklees.gov.uk](mailto: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:**           **2 May - Ground floor Conference Room**  
                          **1 July - Ground floor Conference Room**  
                          **9 September - Ground floor Conference Room**  
                          **5 November - Ground floor Conference Room**

**Times:**           **9:30 – 11:30**

To book a place on this briefing please go to:-

[www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com)

Click on course management system and log in. If you have any difficulties please contact [kscb.admin@kirklees.gov.uk](mailto: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:**  
22 May 2019  
2 July 2019  
20 September 2019  
19 November 2019  
12 February 2020

**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/>

## **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](mailto: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 Adults 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 Adults 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 x 77943	<a href="mailto:learning.matters@kirklees.gov.uk">learning.matters@kirklees.gov.uk</a>
Kirklees Council	Jackie McGranaghan Tel: 07976 194005	<a href="mailto:jackie.mcgranaghan@kirklees.gov.uk">jackie.mcgranaghan@kirklees.gov.uk</a>
The Mid Yorkshire Hospitals NHS Trust	Marie Gibb Named Professional Safeguarding Adults  Tel: 01924 546305 Fax: 01924 543949	<a href="mailto:marie.gibb2@nhs.net">marie.gibb2@nhs.net</a>
Locala Community Partnerships	Paula Adams Safeguarding Team  Tel: 030 3330 8939	<a href="mailto:paula.adams@locala.org.uk">paula.adams@locala.org.uk</a> <a href="mailto:safeguardingteam@locala.org.uk">safeguardingteam@locala.org.uk</a>
Calderdale and Huddersfield NHS Foundation Trust	Vicky Thersby Head of Safeguarding Children and Adults  Gwen Clyde-Evans, Named Professional Safeguarding Adults  Tel: 01422 224570	<a href="mailto:gwen.clyde-evans@cht.nhs.uk">gwen.clyde-evans@cht.nhs.uk</a>
South West Yorkshire Partnership (NHS) Foundation Trust	Carol Morgan  Tel: 01924 328630 or 01924 327506	<a href="mailto:carol.morgan@swyt.nhs.uk">carol.morgan@swyt.nhs.uk</a>
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 Head of Safeguarding  Susan Brook Deputy Designated Nurse Safeguarding Adults  Tel: Clare 07949 899433 Susan 07976 673882	<a href="mailto:clare.robinson@greaterhuddersfieldccg.nhs.uk">clare.robinson@greaterhuddersfieldccg.nhs.uk</a> <a href="mailto:susan.brook@greaterhuddersfieldccg.nhs.uk">susan.brook@greaterhuddersfieldccg.nhs.uk</a>



## Appendix 1 Competencies

<p><b>Staff group A</b> 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><b>Awareness</b></p> <ol style="list-style-type: none"> <li>1. Understand and demonstrate what Adult Safeguarding is</li> <li>2. Recognise adults in need of Safeguarding and take appropriate action</li> <li>3. Understand dignity and respect when working with individuals</li> </ol> <p><b>Reporting</b></p> <ol style="list-style-type: none"> <li>4. Understand the procedures for making a ‘Safeguarding Alert’</li> <li>5. Have knowledge policy, procedures and legislation supports safeguarding Adult’s activity</li> <li>6. Ensuring effective administration and quality of safeguarding processes</li> </ol>	<p><b>Levels of Training:</b></p> <p>Level 1: Basic Awareness</p>
<p><b>Staff group B</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><b>Inform, Involve and Listen</b></p> <ol style="list-style-type: none"> <li>7. Ensure service users are informed and supported in their decision making around Safeguarding Adults concerns</li> <li>8. Ensure information is shared appropriately and all relevant partners are involved</li> </ol> <p><b>Knowledge and Skills</b></p> <ol style="list-style-type: none"> <li>9. Demonstrates skills and knowledge to contribute effectively to the Safeguarding processes</li> </ol> <p><b>Legislation, Policy and Procedure</b></p> <ol style="list-style-type: none"> <li>10. Awareness and application of a range of legislation, local and national policy and procedural frameworks</li> </ol> <p><b>Reporting and Recording</b></p> <ol style="list-style-type: none"> <li>11. Maintaining accurate and complete records and achieving best evidence</li> </ol> <p><b>Respond</b></p> <ol style="list-style-type: none"> <li>12. Demonstrate appropriate responses to Safeguarding Adults concerns</li> </ol> <p><b>Manage</b></p> <ol style="list-style-type: none"> <li>13. Managing safeguarding adult concerns and enquiries</li> </ol>	<p><b>Levels of Training:</b></p> <p>Level 1: Basic Awareness Level 2: Enquiry Officer Training (dependent upon role)</p>
<p><b>Staff group C</b> 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><b>Develop and promote</b></p> <ol style="list-style-type: none"> <li>14. The provision of training and supervision to develop and promote Adult Safeguarding</li> </ol> <p><b>Engage</b></p> <ol style="list-style-type: none"> <li>15. Robust inter-agency and multi-agency systems to promote best practice</li> </ol> <p><b>Support</b></p> <ol style="list-style-type: none"> <li>16. Support the development of robust internal systems to provide consistent, high quality Safeguarding Adults service</li> <li>17. Chair Safeguarding Adults meetings, discussions and professional’s meetings</li> <li>18. Ensure record systems are robust and fit for purpose</li> </ol>	<p><b>Levels of Training:</b></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><b>Staff group D</b> 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><b>Lead</b></p> <ol style="list-style-type: none"> <li>19. Lead the development of effective policy and procedures for Safeguarding Adult services in your organisation</li> </ol> <p><b>Strategic Planning in line with SAB’s</b></p> <ol style="list-style-type: none"> <li>20. Ensure plans and targets for Safeguarding Adults are embedded at a strategic level across the organisation</li> </ol> <p><b>Develop and Promote</b></p> <ol style="list-style-type: none"> <li>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</li> <li>22. Promote awareness of Safeguarding Adults systems within your organisation and outside of your organisation</li> </ol>	<p><b>Levels of Training:</b></p> <p>Level 1: Basic Awareness</p> <p>As identified</p>

