

# Kirklees Safeguarding Adults Board

Partners in preventing abuse and neglect



## Multi-agency Learning and Development Offer

2023 - 2024

Safeguarding Adults

# About this offer

## Who is this offer for?

This Learning & Development Multi-agency Offer is for the Kirklees Safeguarding Adults Board (KSAB) partnership and all agencies working with adults residing in Kirklees or using Kirklees services.

## The purpose of this offer:

The learning opportunities in this offer are designed to share best practice learning and development opportunities across the KSAB Partnership aligned with the [Joint Multi-agency Safeguarding Adults Policy & Procedures](#).

## Aim:

To help frontline staff and volunteers enhance their skills by equipping them with up-to-date learning opportunities; sourcing learning materials, guides and toolkits and promoting multiagency platforms for learning. The best practice knowledge gained through these courses should be cascaded throughout agencies to embed learning.

## Where did the themes and topics stem from?

The KSAB's Learning and Development sub group have produced this Learning and Development Offer 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, incorporating learning from the Board's Safeguarding Adults Reviews (SARs) and the KSAB Key Strategic Shared Objectives.

## Who to contact:

Please contact [learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk) or [ksab@kirklees.gov.uk](mailto:ksab@kirklees.gov.uk) regarding any of the learning opportunities listed in this programme.

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# Safeguarding Adults Basic Awareness

It is the organisation's responsibility to ensure their staff receive basic awareness training for example in accordance with their contractual or regulatory requirements.

The Safeguarding Adults Board (SAB) provides a range of learning opportunities to give staff and volunteers the basic knowledge and skills required to safeguard adults at risk.

- ▶ Workbook – please contact Learning & Organisational Development at Kirklees Council – 01484 22100 Extension 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 27 for more details](#))
- ▶ Virtual learning events – detailed in this offer

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

# Safeguarding Adults

## Basic Awareness

► **Suitable for:**

The course is suitable for all staff that have contact with adults within Kirklees who may be at risk of abuse or neglect. It will provide participants with a basic awareness of adult safeguarding, which is a minimum requirement for everyone either as a volunteer or employee.

This learning enables 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.

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

- 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
- Discuss your understanding of dignity and respect when working with individuals
- Have knowledge of the policy, procedures and legislation and know the procedures for reporting a Safeguarding Concern
- Ensure effective administration and quality of safeguarding processes
- Know what to do if you suspect any adult is at risk of abuse or neglect or is being abused or neglected

► **Available dates and locations:**

11 May 2023	10:00 – 12:30 - Virtual	16 November 2023	10:00 – 12:30 - Virtual
13 July 2023	10:00 – 12:30 in Huddersfield	11 January 2024	10:00 – 12:30 – Virtual
14 September 23	10:00 – 12:30 - Virtual	14 March 2024	10:00 – 12:30 in Huddersfield
19 October 2023	10:00 – 12:30 in Dewsbury		

- **Cost:** No cost    **Facilitators:** Kirklees Council Learning and Organisational Development Team
- **How to book:** Kirklees Adult Social Care staff to book on via My Learning.  
Other staff & external colleagues - [Booking form](#)

# Safeguarding Adults Refresher Training

► **Suitable for:**

This course is suitable for all staff wishing to build upon skills to be able to act and respond to safeguarding concerns in a multi-disciplinary way with reference to safeguarding legislation, policy and procedures.

In order to attend this course you must have previously undertaken learning 'Safeguarding adults at risk – Basic awareness' and 'Mental Capacity Act DoLS - Basic awareness'

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

- Ensure service users are informed and supported in their decision making around Safeguarding Adults concerns
- To demonstrate the skills and knowledge required to contribute to the Safeguarding Process
- Explain the importance of sharing information in order to effectively safeguard adults
- Understand what a Safeguarding Adult Review (SAR) is

► **Available dates and locations:**

19 April 2023	10:00 – 12:30 - Virtual
15 June 2023	10:00 – 12:30 in Huddersfield
21 September 2022	10:00 – 12:30 – Virtual
23 November 2023	13:00 – 15:30 in Dewsbury
18 January 2024	10:00 – 12:30 – Virtual
21 March 2023	10:00 – 12:30 in Huddersfield

► **Cost:** No cost

► **Facilitators:** Kirklees Council Learning and Organisational Development Team

► **How to book:** Kirklees Adult Social Care staff to book on via My Learning.  
Other staff & external colleagues - [Booking form](#)

# Safeguarding Adults Undertaking Enquiries

## ► Suitable for:

All staff who may be required as part of their role to undertake a safeguarding adult's enquiry.

The course will be delivered via MS Teams over two days. It will be a mixture of presented materials, in class discussions and smaller group case studies. There will also be opportunities on both days for independent reflection outside of the virtual classroom to complete exercises within a workbook.

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 applying an asset-based, person centred approach and practical considerations of evidential burdens and legal obligations owed to Adults at risk, and persons alleged to have caused harm when responding to allegations of abuse or neglect.

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

- Enhance critical understanding of the legal considerations when undertaking safeguarding 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, managing confrontation and defensible decision making within safeguarding enquiries
- Navigate the policy framework and local procedures to enable effective multi-agency shared risk management.

## ► Available dates:

05 and 06 June 2023      9:30-16:00

25 and 26 January 2024      09:30-16:00

► **Venue:** Microsoft Teams      **Cost:** No cost      **Facilitators:** Fiona Bateman

► **How to book:** Kirklees Adult Social Care staff to book on via My Learning.  
Other staff & external colleagues - [Booking form](#)

# Safeguarding Adults

## Co-ordinator Role and Holding a Planning and Outcomes Meeting

► **Suitable for:**

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

The course will be delivered via MS Teams through a mixture of presented materials complemented by opportunities for discussion and case studies. Practitioners undertaking the Safeguarding Coordinator'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.

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

- Understand the roles and statutory responsibilities of practitioners working across the partnership
- Realise MSP principles, how these reinforce core social work professional values 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, by exploring positive practice examples of asset based, legally literate approaches.

► **Available dates:**

09 June 2023

1 full day

05 February 2024

1 full day

► **Venue:**

Microsoft Teams

**Cost:** No cost

**Facilitators:** Fiona Bateman

► **How to book:**

Kirklees Adult Social Care staff to book on via My Learning.

Other staff & external colleagues - [Booking form](#)

# Safeguarding Adults

## Concerns manager

► **Suitable for:**

This course will support senior staff and managers of provider organisations to consider their roles in leading their organisations when a 'statutory safeguarding enquiry' is taking place relating to their customers/clients/patients. Residential or Nursing Care Homes, Home Care agencies, Statutory Agencies such as Police, Health Trusts, Voluntary agencies, Social and Health Care workers, Advocacy groups, Faith communities in Kirklees.

The course will provide organisations with guidance on the role of the Safeguarding Concerns Manager who will be responsible for deciding whether to report suspected abuse or neglect as a safeguarding concern.

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

- Be aware of the [Joint Multi-agency Safeguarding Adults Multi Agency Policy and Procedures](#)
- Know how to recognise and raise a safeguarding concern
- Be able to explain the role of the Safeguarding Concerns Manager and their responsibilities in reporting suspected abuse or neglect
- Be aware of the procedure once a concern has been raised
- Be aware of any developments

► **Available dates:**

08 November 2023      9:30-12:30

- **Venue:** Microsoft Teams      **Cost:** No cost
- **Facilitators:** Kirklees Council Senior Safeguarding Consultants
- **How to book:** Kirklees Adult Social Care staff to book on via My Learning.  
Other staff & external colleagues - [Booking form](#)

# KSAB Network Event

## Mental Capacity Act (Making decisions)

### What does it mean in your role?

► **Suitable for:**

We strongly encourage attendance from all staff and volunteers that have contact with young people over the age of 16 and adults within Kirklees who may be at risk of abuse or neglect

► **Aim of the Day:**

- The Mental Capacity Act is not as scary as it appears. It is a law that protects people over the age of 16 around decision making. Every adult has the right to make their own decisions. We all make decisions on a day to day basis, from what we want to wear, is it safe to cross a road, to making a large purchase. There may be times when people lose the ability to make decisions (lack capacity) and when this happens we should be able to offer support no matter who we are or what role we do
- We would like to demystify any anxieties that you may have around supporting people in decision making so they are as safe and happy as they wish to be in leading their normal life.
- The event will start at the very basic awareness of Mental Capacity and move forward throughout the day into more complex areas of Mental Capacity exploring whether a person is able to act on that decision (executive functioning)

► **Available dates:**

20 June 2023 10am - 3pm

► **Venue:** Brian Jackson House, 2 North Parade, Huddersfield HD1 5JP

► **Cost:** No cost

► **Facilitators:** Kirklees Safeguarding Adults Board, Kirklees Safeguarding Children Partnership, Kirklees Communities Board and guest speakers

► **How to book:** [Morning Session - Mental Capacity Act Network Event](#)

[Afternoon Session - Mental Capacity Act Network Event](#)



# KSAB Network Event Dignity in Care - Virtual

- ▶ **Suitable for:**

An open invitation to all partner organisations and care providers - to act as an information exchange

- ▶ **The event will cover any or all of the following:**

- Sharing learning and good practice
- Considering relevant policy changes and national strategy development
- Highlighting local and national areas of concern
- Commenting on how procedures are working
- Acting as a virtual network

- ▶ **Available dates:**

Date to be confirmed

- ▶ **Venue:** Microsoft Teams

**Cost:** No cost

- ▶ **Facilitators:** Kirklees Council Learning and Organisational Development Team & KSAB and guest speakers

- ▶ **How to book:** Via Eventbrite – details will be issued nearer the time

# KSAB Network Event Safeguarding Adults Reviews (SARs)

➤ **Suitable for:**

An open invitation to all partner organisations and care providers - to act as an information exchange

➤ **The event will cover any or all of the following:**

- Sharing learning and good practice
- Considering relevant policy changes and national strategy development
- Highlighting local and national areas of concern
- Commenting on how procedures are working
- Acting as a virtual network

➤ **Available dates:**

Date to be confirmed

➤ **Venue:** Microsoft Teams                      **Cost:** No cost

➤ **Facilitators:** Kirklees Council Learning and Organisational Development Team & KSAB and guest speakers

➤ **How to book:** Via Eventbrite – details will be issued nearer the time

# Previous Network Events films and resources

## **Dignity in Care**

[Healthwatch :: Dignity in Care :: Person with lived experience story](#)

## **Safeguarding Adult Review (SAR) network event June 2022 - Part 1**

- [Back To Basics](#)
- [SAR :: Person with lived experience - family perspective](#)
- [CHART \(Choice for Health in Addiction, Recovery & Treatment\) :: role of their Navigation Team in the referral processes](#)
- [Kirklees Housing Solutions reflects on the importance of multi-agency good practice in preventing a SAR occurring](#)
- [The role of DWP and the Advanced Customer Support Senior Leader including a case study](#)

## **Safeguarding Adult Review (SAR) network event December 2022 - Part 2**

[Safeguarding Adult Review \(SAR\) follow up network event :: December 2022](#)

The Network Event re-visited 'back to basics' whilst also looking in more detail at case studies highlighting the impact on practice and barriers. An interactive session with a panel of experts was featured which gave an opportunity for delegates to pose questions to aid learning and understanding in their roles.

# Learning Bytes

## A range of multi-agency safeguarding topics

### ► **Suitable for:**

An open invitation to all partner organisations and care providers, providing byte size learning sessions on current topics related to Safeguarding Adults at Risk. These could include for example:

- Gambling awareness
- Bereavement and loss
- Substances misuse
- Suicide prevention

.... and other hot topics

### ► **At the end of the course participants will be able to:**

This will be determined when the subject matter is agreed and delegates will be informed of any outcomes when topics and dates are published

### ► **Available dates:**

Dates will be published throughout the year

Session times will vary between 1 and 1½ hours dependent on the subject matter

► **Venue:** Microsoft Teams **Cost:** No cost

► **Facilitators:** Kirklees Council Learning and Organisational Development Team and multi-agency partners

► **How to book:** Via Eventbrite – details will be issued nearer the time

# Learning Bytes lunchtime session

## Third Sector Spotlight

► **Suitable for:**

An open invitation to all practitioners working in the Kirklees area.

Join us for a Lunchtime Learning Byte with speakers from three vital local charities:

Heather Conboy from [Kirklees Calderdale and Wakefield Rape and Sexual Abuse Centre](#)

Sobiya Din from [WomenCentre Kirklees](#)

Deborah Theabould-Ho from [Pennine Domestic Abuse Partnership](#)

Find out about:

- the support each organisation provide to individuals in Kirklees
- how safeguarding professionals can make referrals
- how we can work in partnership to keep people safe

Each organisation will deliver a 10 minute presentation followed by a question and answer session.

► **Available dates:** Wednesday 5<sup>th</sup> July 2023 12pm-1pm

► **Venue:** Microsoft Teams **Cost:** No cost

► **Facilitators:** The session will be chaired by Becky Bracey from Third Sector Leaders Kirklees

► **How to book:** Via [Eventbrite](#)



# Hoarding – Working Together to Support Adults and Risk Management

➤ **Suitable for:**

All staff and volunteers who, in the nature of their role in the community, may come across people who are potentially hoarding

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

- Describe the definition of hoarding disorder and where it sits within The Care Act 2014 and safeguarding adults at risk
- Give examples of what hoarding cases may look like
- Outline potential causes of hoarding disorder
- Identify the impact of hoarding on the individual
- Explain the importance of multi-agency working and interventions
- Have knowledge of the legislative framework including the Kirklees Multi-agency hoarding framework
- Use the referral pathway, including completing the referral paperwork

➤ **Available dates:**

15 May 2023	09:30-16:30	05 October 2023	09:30-16:30
18 July 2023	09:30-16:30	15 January 2024	09:30-16:30

➤ **Venue:** Microsoft Teams **Cost:** No cost

➤ **Facilitator:** Dawn Shearwood, Safeguarding Adults Training

➤ **How to book:** Kirklees Adult Social Care staff to book on via My Learning. Other staff & external colleagues - [Booking form](#)

# Self-neglect

## Multi-agency Working and Using the Risk Management Protocol

► **Suitable for:**

All staff and volunteers who, in the nature of their role in the community, may come across people who may be self-neglecting

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

- Outline self-neglect in the context of the Care Act 2014
- Identify the key indicators and contributing factors of self-neglect and explore how self-neglect can affect aspects of a person's life
- Identify the key factors in effective working with someone who self-neglects including how multi-agency working and intervention can be effective in managing cases
- Describe how the Mental Capacity Act would be integral to the risk management process
- Apply the [Kirklees Self-neglect Multi-Agency Policy and Practice Guidance](#)
- Demonstrate risk assessment and risk management and the self-neglect pathway
- Understand the [Risk Escalation Conference](#) and referral process
- Identify potential legislation options
- Outline lessons to be learnt from Child Safeguarding Practice Reviews or Safeguarding Adult Reviews

► **Available dates:**

15 June 2023	09:30-16:30	13 December 2023	09:30-16:30
25 September 2023	09:30-16:30	14 March 2024	09:30-16:30

► **Venue:** Microsoft Teams **Cost:** No cost

► **Facilitator:** Dawn Shearwood, Safeguarding Adults Training

► **How to book:** Kirklees Adult Social Care staff to book on via My Learning.

► Other staff & external colleagues - [Booking form](#)

# DoLIC (Deprivation of Liberty in the Community) Awareness Sessions

- ▶ **Suitable for:**

All professionals who are involved with individuals in receipt of care and support services in the community who lack capacity

- ▶ **At the end of the sessions participants will be able to:**

- Be more confident in identifying a potential Deprivation of Liberty within a community setting
- Be more confident in what constitutes a Deprivation of Liberty and applying the Acid test.
- Have an increased awareness of completing Mental Capacity Assessments in relation to care and support and accommodation.
- Have an increased awareness of how and when to complete the Priority support tool and the related DOLIC guidance.

- ▶ **Available dates and locations:**

27 April 2023	10:00 – 12:00 in Dewsbury
23 May 2023	10:00 – 12:00 - Virtual
20 June 2023	10:00 – 12:00 in Huddersfield
25 July 2023	10:00 – 12:00 - Virtual
24 August 2023	10:00 – 12:00 – Virtual
28 September 2023	10:00 – 12:00 in Dewsbury
26 October 2023	10:00 – 12:00 – Virtual
28 November 2023	10:00 – 12:00 in Huddersfield
19 December 2023	10:00 – 12:00 – Virtual
30 January 2024	10:00 – 12:00 in Dewsbury
22 February 2024	10:00 – 12:00 – Virtual
26 March 2024	10:00 – 12:00 in Huddersfield

- ▶ **Cost:** No cost

- ▶ **Facilitators:** Ann-Marie Smith

- ▶ **How to book:** Kirklees Adult Social Care staff to book on via My Learning.

- ▶ Other staff & external colleagues - [Booking form](#)

# DoLIC (Deprivation of Liberty in the Community) Forum

## ► Suitable for:

This is a forum for staff to bring specific questions/cases to be discussed (adhering to client confidentiality). Due to the nature of a forum not all of the listed outcomes for the course will be met at each forum session. It is likely we will focus in detail on some of the learning outcomes listed rather than cover all at each forum session.

The session will raise awareness of the DoLIC process. We will discuss the 'acid test' and how this can apply within community settings. We will discuss how to record restrictions on care plans, as well as becoming more familiar with the Kirklees guidance and the Court of Protection documentation. The session will support with the completion of necessary and proportionate assessments and the proportionate risk of harm that would occur.

## ► At the end of the session participants will:

- Have a greater understanding of the DoLIC process within Kirklees
- Be more confident in being able to apply the acid test to community settings
- Be more confident in completing the relevant paperwork for court
- Be aware of when to complete a priority support tool.

## ► Available dates:

19 April 2023	09:30-11:30	19 September 2023	09:30-11:30
18 May 2023	09:30-11:30	17 October 2023	09:30-11:30
29 June 2023	09:30-11:30	23 November 2023	09:30-11:30
18 July 2023	09:30-11:30	12 December 2023	09:30-11:30
31 August 2023	09:30-11:30		

► **Venue:** Microsoft Teams

**Cost:** No cost

► **Facilitator:** Ann-Marie Smith

► **How to book:** Kirklees Adult Social Care staff to book on via My Learning.

► Other staff & external colleagues - [Booking form](#)

# DoLS for Professionals

## ➤ Suitable for:

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

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

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.

## ➤ At the end of the session participants will:

- State how a Deprivation of Liberty can be identified and give examples
- 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)
- Explain 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 DoLS assessment process
- Identify the key features of an urgent authorisation and a standard authorisation
- Describe DoLS review and reassessment processes
- Consider relevant case law
- Describe the Liberty Protection Safeguards and their implications for future practice

## ➤ Available dates:

21 September 2023    1 full day

30 January 2024    1 full day

## ➤ Venue: Microsoft Teams

**Cost:** No cost

## ➤ Facilitator: Kirklees Council Learning and Organisational Development Team

## ➤ How to book: Kirklees Adult Social Care staff to book on via My Learning.

## ➤ Other staff & external colleagues - [Booking form](#)

# DoLS in the Community

► **Suitable for:**

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

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

This session will enable participants to identify when applications need to be made to the Court of Protection to authorise Deprivation of Liberty and to meet the expectations of the Court for making such applications.

► **At the end of the session participants will:**

- State how a Deprivation of Liberty can be identified and give examples
- Consider relevant case law
- Identify the necessary evidence for making applications to the Court of Protection to authorise Deprivations of Liberty in the community setting
- Describe the streamlined process known as “Re X” put in place by the Court of Protection
- Develop skills in report writing and preparing evidence for the Court of Protection
- Describe the Kirklees guidance ‘DoLS in the community’ to achieve best practice in assessment and making an application to the Court of Protection
- Consider the Liberty Protection Safeguards and their implications for future practice

► **Available dates:**

12 October 2023	1 full day	06 February 2024	1 full day
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► **Venue:** Microsoft Teams                      **Cost:** No cost

► **Facilitator:** Kirklees Council Learning and Organisational Development Team

► **How to book:** Kirklees Adult Social Care staff to book on via My Learning.

► Other staff & external colleagues - [Booking form](#)



# MCA and DoLS - Basic Awareness

► **Suitable for:**

All staff groups that are required to have regard to the Mental Capacity Act 2005 Code of Practice  
Please click on the link to the [Mental Capacity Act Code of Practice](#) and see page 1 and 2 Who is the Code of Practice for?

This session will give participants an overview of the main provisions of the Mental Capacity Act and Deprivation of Liberty Safeguards (DoLS), and how these impact on their role.

► **At the end of the sessions participants will be able to:**

- Define what is meant by 'mental capacity' and describe the 5 principles of the Act
- State how to assess a person's mental capacity to make decisions
- Identify the factors to be taken into account when making a best interests decision
- Define restraint and appreciate the circumstances when this is justifiable
- Explain what is meant by the term Deprivation of Liberty
- Recognise when a Deprivation of Liberty Safeguards authorisation must be applied for and understand the process involved
- Consider an overview of the Liberty Protection Safeguards

► **Available dates:**

19 April 2023	17 October 2023
08 June 2023	28 November 2023
10 July 2023	24 January 2024
15 September 2023	12 March 2024

Each session is 3 hours and there are 2 sessions per day  
09:30 – 12:30 and 13:30 – 16:30

► **Venue:** Microsoft Teams

**Cost:** No cost

► **Facilitator:** Kirklees Council Learning and Organisational Development Team

► **How to book:** Kirklees Adult Social Care staff to book on via My Learning.

► Other staff & external colleagues - [Booking form](#)

# MCA - Assessing Capacity, Best Interests Decision Making and Working with Unwise Decisions

## ► Suitable for:

This training is aimed at all staff who have direct contact with service users / patients. It will improve participant understanding of the main provisions of the Mental Capacity Act 2005 and roles and responsibilities in relation to these. It will enable participants to apply this knowledge effectively to their practice.

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

## ► At the end of the sessions participants will be able to:

- Describe the 5 principles of the Mental Capacity Act (MCA) 2005 and how they apply in practice
- Explain the process for carrying out assessments of capacity
- Describe the term 'best interest decision' and explain roles and responsibilities in making best interest decisions when people lack capacity including the role and responsibilities of a Mental Capacity Advocate
- Consider how to effectively record the assessment of capacity and decision-making processes
- List who else might be involved in the 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
- Identify how people can plan for future care and treatment, including advance decisions and Lasting Power of Attorney
- Explain the roles of the Court of Protection and Deputies and consider relevant case law
- Explain what is meant by restraint, restriction and Deprivation of Liberty within the context of the MCA

## ► Available dates:

**\*\*PLEASE NOTE THAT THIS LEARNING IS TEMPORARILY ON HOLD AND WHEN DATES BECOME AVAILABLE, THEY WILL BE INCLUDED IN HERE\*\***

► **Venue:** Microsoft Teams

**Cost:** No cost

► **Facilitator:** Kirklees Council Learning and Organisational Development Team

► **How to book:** ~~Kirklees Adult Social Care~~ staff to book on via My Learning.

► Other staff & external colleagues - [Booking form](#)

# Mental Capacity Act Forum

## ► Suitable for:

This forum is aimed at Managers, deputies and health and social care staff ( i.e. Social Workers, Community Assessment Support Officers, Senior Community Assessment Support Officers, Mental Health Services, All Age Disability).

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

It will 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.

## ► At the end of the sessions participants will be able to:

- Consider how the 5 statutory principles of the Mental Capacity Act should be applied in 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 relevant documentation)
- Apply the principles of defensible report writing and decision making in practice.

## ► Available dates – timings for all are 10:00 – 11:30:

**\*\*PLEASE NOTE THAT THIS FORUM IS TEMPORARILY ON HOLD AND WHEN DATES BECOME AVAILABLE, THEY WILL BE INCLUDED IN HERE\*\***

► **Venue:** Microsoft Teams      **Cost:** No cost      **Facilitator:** Donna Potter – Senior DoLS Consultant

► **How to book:** ~~Kirklees Adult Social Care staff to book on via My Learning.~~

► Other staff & external colleagues - [Booking form](#)

violence  
terrorism  
prevention  
messaging  
online extremism  
messaging  
online co



# 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

- **How to book:** Kirklees Adult Social Care staff to book on via MiPod Xtra
- Other staff & external colleagues - [Booking form](#)

**Staff working in health** – here are the links to the training you need to access:

## Level 1 and 2 Training:

- Via ESR: Preventing Radicalisation and Basic Prevent Awareness
- [E-learning for Healthcare: Preventing Radicalisation](#)

## Level 3 Training:

- Via ESR: Preventing Radicalisation Awareness of Prevent Level 3 or
- [E-learning for Healthcare: Preventing Radicalisation Level 3](#)

If you want further information about Prevent visit the Kirklees website

[www.kirklees.gov.uk/prevent](http://www.kirklees.gov.uk/prevent)



# Domestic Abuse – E-learning

This is provided by Kirklees Safeguarding Children Partnership (KSCP)

► **Suitable for:**

The course is suitable for all staff and volunteers that may have contact with adults within Kirklees who may be at risk of domestic abuse.

This course aims to provide you with a basic awareness of domestic abuse.

► **At the end of the sessions participants will be able to:**

- Define the term 'domestic abuse'
- List and describe the different types of domestic abuse
- Explain who can be affected by domestic abuse
- List and describe the indicators of domestic abuse
- Explain the main reasons for victim's domestic abuse being unable to make necessary changes
- Describe how to help someone experiencing domestic abuse, including local referral processes

**To complete booking [eLearning : Domestic-Abuse](#)**

If you have any difficulties please contact: [KSCP.Admin@kirklees.gov.uk](mailto:KSCP.Admin@kirklees.gov.uk)



# Safeguarding Adults in Faith-based organisations

## Adult Basic Safeguarding Awareness

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.

13<sup>th</sup> May 2023 10:00 -12:30 (South Kirklees)

20<sup>th</sup> May 2023 10:00 - 12:30 (North Kirklees)

- **Venue:** Markaz Jamia Masjid Ghausia, Huddersfield  
Masjid Umar, Savile Town, Dewsbury
- **Cost:** No cost                      **Facilitator:** Soriya Jabeen
- **How to book:** [Link to book: 13 May 23 - Safeguarding Awareness](#)  
[Link to book: 20 May 23 - Safeguarding Awareness](#)

## Domestic Abuse

To give you an awareness of domestic abuse, including spotting some common signs and knowing where to refer

23<sup>rd</sup> September 10:00 - 12:30 (South Kirklees)

30<sup>th</sup> September 10:00 - 12:30 (North Kirklees)

- **Venue:** TBC                                      **Cost:** No cost
- **Facilitator:** Helen Lee
- **How to book:** [Link to book: 23 Sept 23 - Domestic Abuse](#)  
[Link to book: 30 Sept 23 - Domestic Abuse](#)

# Safeguarding Adults in Faith-based organisations

## Modern Slavery

To increase your awareness of what modern slavery is, what to look out for and how you can respond

4<sup>th</sup> November 2023 10:00 -12:30 (South Kirklees)

11<sup>th</sup> November 2023 10:00 - 12:30 (North Kirklees)

- ▶ **Venue:** TBC **Cost:** No cost
- ▶ **Facilitator:** Karen Booth
- ▶ **How to book:** [Link to book: 4 Nov 23 - Modern Day Slavery](#)  
[Link to book: 11 Nov 23 - Modern Day Slavery](#)

## Prevent Awareness (WRAP)

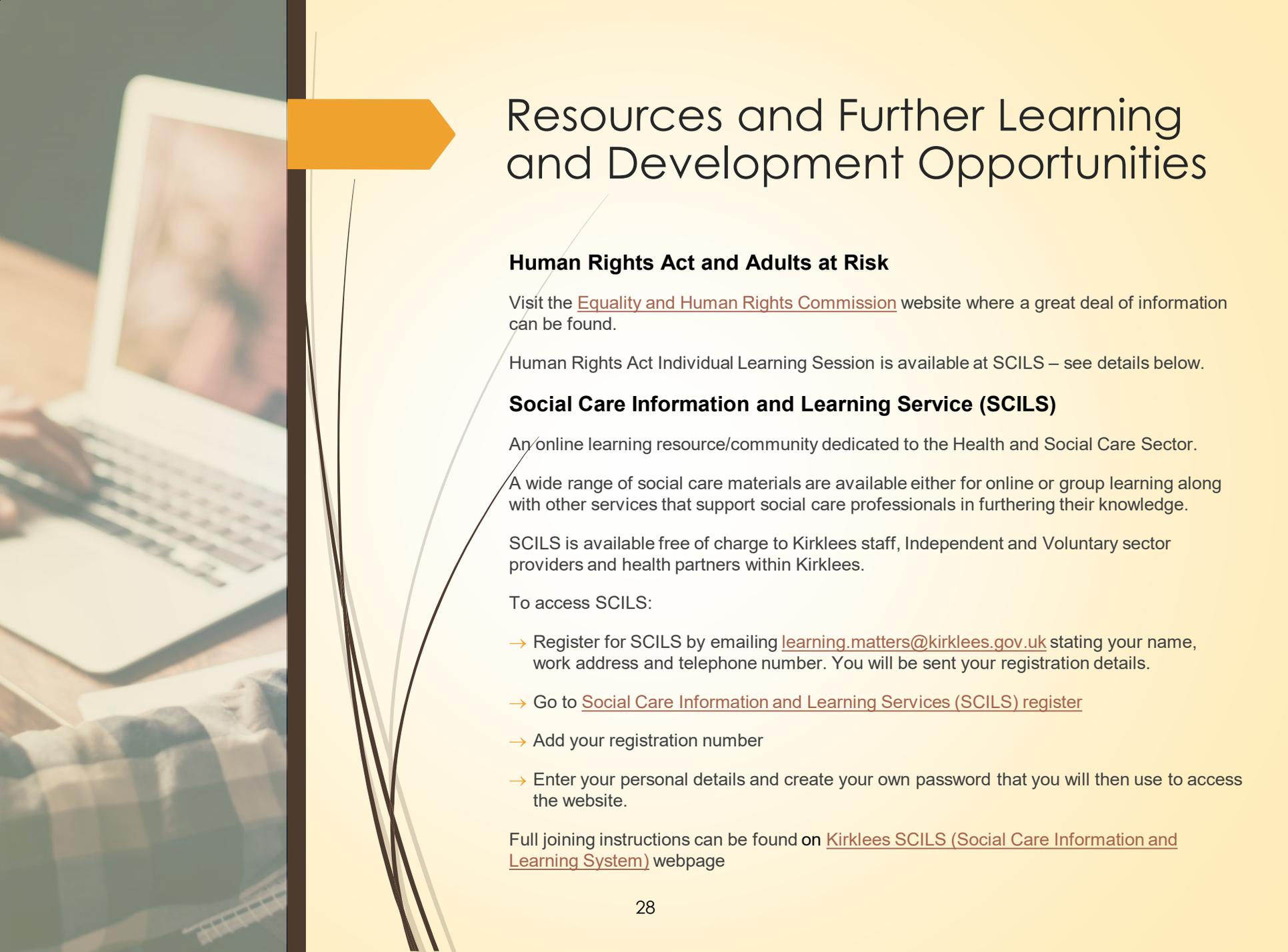
To provide a greater understanding of Prevent and the Prevent Duty, exploring the role of the Faith sector in safeguarding and building resilience towards Extremism and providing a greater understanding of the vulnerabilities associated with radicalisation and extremism

27<sup>th</sup> January 2024 10:00 - 12:30 (South Kirklees)

13<sup>th</sup> January 2024 10:00 - 12:30 (North Kirklees)

- ▶ **Venue:** TBC **Cost:** No cost
- ▶ **Facilitator:** Jade Smith
- ▶ **How to book:** [Link to book: 27 Jan 24 - WRAP](#)  
[Link to book: 13 Jan 24 - WRAP](#)

**For Child Basic Awareness in Safeguarding for Faith-based organisations see page 34**



# Resources and Further Learning and Development Opportunities

## **Human Rights Act and Adults at Risk**

Visit 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:

- 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.
- Go to [Social Care Information and Learning Services \(SCILS\) register](#)
- Add your registration number
- 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



# Resources and Further Learning and Development Opportunities

## **Transitional Safeguarding**

[Bridging the gap: Transitional Safeguarding and the role of social work with adults \(publishing.service.gov.uk\)](#)

## **Capacity**

[Capacity Guide](#)

Guidance for clinicians and social care professionals on the assessment of capacity

## **Professional Curiosity**

[Waltham Forest :: Resource pack for sharing and improving practice](#)

Professional curiosity is a combination of looking, listening, asking direct questions, checking out and reflecting on information received.

## **Trauma**

[WY Adversity, Trauma, Resilience Website](#)

West Yorkshire Trauma Informed 2030 website detailing the programme and resources available

## **Free Training From A Number of Sources**

[Training | Safeguarding Southend Partnership](#)

# Dignity in Care - Civility & Respect

## NHS England - Civility and Respect Campaign

In its simplest form, civility and respect is about how we treat each other at work. In highly pressurised settings, behaviours of incivility and disrespect can become common place.

The campaign focusses on the impact of low level behaviours on patients/people/staff/others.

## Mersey Care NHS Trust Just and Learning Culture

Mersey Care's work to embrace a Just and Learning Culture has centred on the desire to create an environment where staff feel supported and empowered to learn when things do not go as expected, rather than feeling blamed. This is a culture that instinctively asks in the case of an adverse event: "what was responsible, not who is responsible". It is not finger pointing and not blame-seeking.

## NHS England - A Just Culture Guide

This guide encourages managers to treat staff involved in a patient safety incident in a consistent, constructive and fair way.

## Civility Saves Lives

Civility between team members creates that sense of safety and is a key ingredient of great teams. Incivility robs teams of their potential.

## Kindness into Action - A Kind Life

This module lays the foundation for Kindness into Action with a brief animated tour through the evidence for kindness, and against incivility, in healthcare. Introducing the five Kindness into Action modules and 'The case for kindness' to colleagues and patients

## Why Does Kindness Matter?

NHS England factsheet

# Dignity in Care - Carer Support

## **Carer Lanyards**

[Carer Lanyards - helping carers to be recognised and supported in health and care settings - Healthwatch Kirklees](#)

[How the Carer Lanyard has helped carers to be seen and supported - 3 Month Impact Evaluation - Healthwatch Kirklees](#)

## **Support for Carers**

[Carers Count Kirklees](#)

[Supporting carers :: West Yorkshire Health & Care Partnership \(\[wypartnership.co.uk\]\(http://wypartnership.co.uk\)\)](#)

[Support for carers | Kirklees Council](#)

[Carers Support Sessions | Kirklees Wellness Service](#)

## **Young Carers**

[Young Carers \(\[carerscount.org.uk\]\(http://carerscount.org.uk\)\)](#)

## **Carer Passport**

[Working carers passport :: West Yorkshire Health & Care Partnership \(\[wypartnership.co.uk\]\(http://wypartnership.co.uk\)\)](#)

# Court Skills: Useful information

## **Helpful articles from Community Care on-line:**

['How social workers can improve court appearances'](#)

['Confident under cross-examination? Improving social work evidence in court'](#)

[Article in Community Care called 'Petrified by court? Then arm yourself with the skills you need'](#)

## **Court of Protection:**

[Court of Protection Protocol from Shropshire Council](#)

[Good practice guidance on assessing the Court of Protection on the SCIE website](#)

[NIDirect website, General advice on giving evidence in court](#)

## **Coroners Court Support and Advice:**

[Royal College of Nursing support for writing statements](#)

[Royal College of Nursing and Inquest Advice](#)

[NHS resolutions guidance to Inquests](#)

[Medical Advice for Inquests](#)



# Kirklees Safeguarding Adults Reviews (SARs)

A Safeguarding Adults Review (SAR) 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 might be prevented from happening again

To read published Kirklees Safeguarding Adults Reviews please go to:

[Kirklees Safeguarding Adults Board webpage](#)

[Further learning from National Safeguarding Adult Reviews](#)

# Kirklees Multi-Agency Safeguarding Children training courses

Keeping children safe is everybody's business and Kirklees Safeguarding Children Partnership (KSCP) 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.

[Kirklees Safeguarding Children Partnership Event Booking.](#)

[KSCP Practice Guidance Presentations](#)

## **Child Basic Awareness in Safeguarding for Faith-based organisations**

With a partnership approach look at promoting an understanding of safeguarding through training modules as a positive and integral part of the particular faith's beliefs which is at the heart of good faith-based safeguarding

8<sup>th</sup> July 10:00 - 12:30 (South Kirklees) - Markaz Jamia Masjid Ghausia, Huddersfield

29<sup>th</sup> July 10:00 - 12:30 (North Kirklees) - Venue tbc

- **Venue:** As above **Cost:** No cost
- **Facilitator:** Claire Ewart
- **How to book:** [Link to book: 8 July 23 - Child Protection](#)  
[Link to book: 29 July 23 - Child Protection](#)

If you have any difficulties or would like further advice or information in relation to training and learning opportunities, please contact: [KSCP.Admin@kirklees.gov.uk](mailto:KSCP.Admin@kirklees.gov.uk)



# Key contacts

If you have any questions about this programme of learning please contact:

Kirklees Council Learning & Organisational Development business support team

Tel: 01484 221000 Ext 77943

[learning.matters@kirklees.gov.uk](mailto:learning.matters@kirklees.gov.uk)

Or get in touch with the Safeguarding Lead in your organisation.