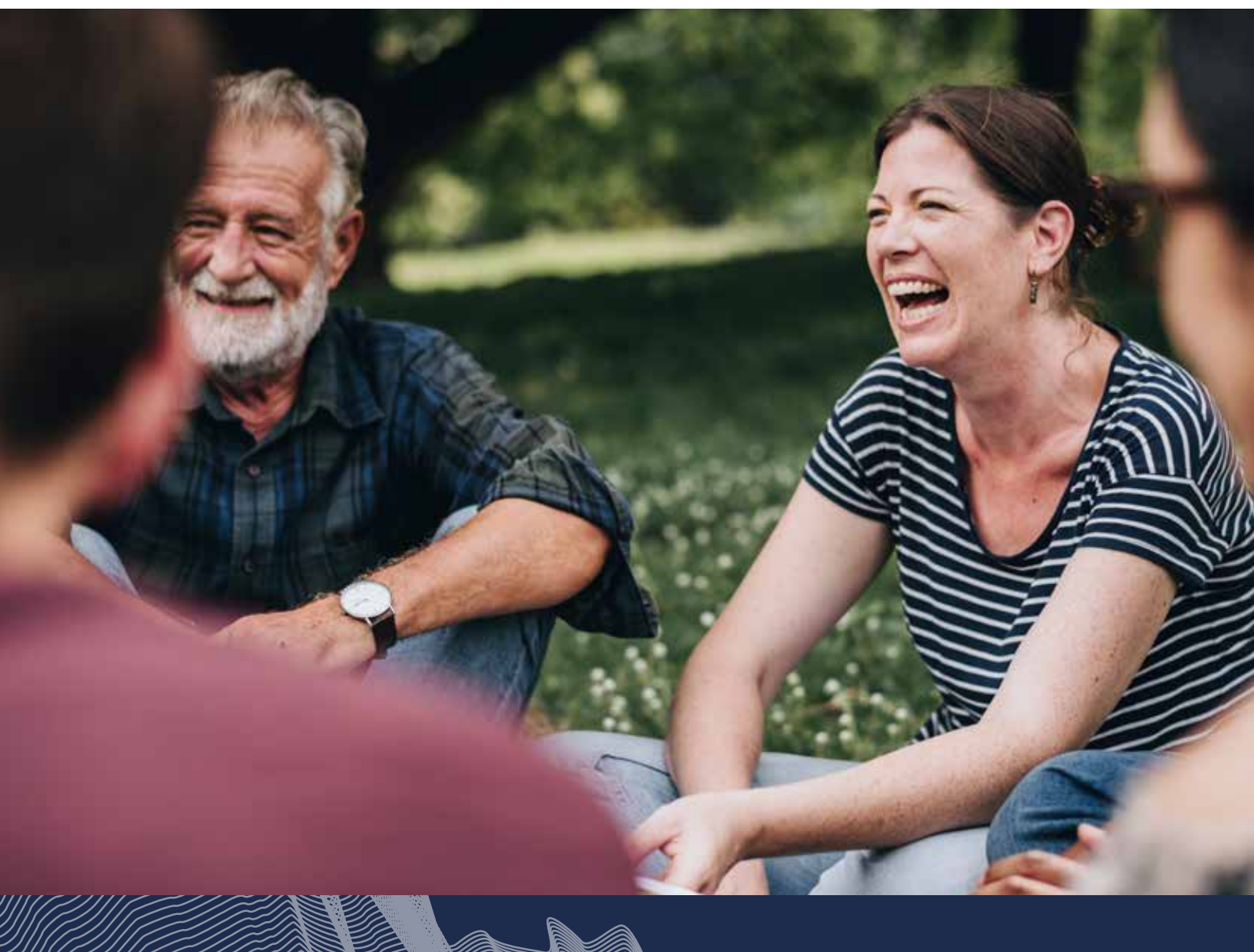


ROTHERHAM SAFEGUARDING ADULTS BOARD

TRAINING PROSPECTUS

2020 TO 2021

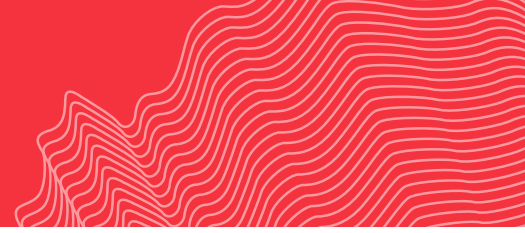
A core training programme to equip the workforce with the knowledge, skills and behaviours to carry out their role to safeguard adults from abuse and/or neglect.



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INTRODUCTION

This training prospectus gives details of Rotherham Safeguarding Adults Board's (RSAB) core training programme of courses and e-learning modules for staff, managers and volunteers on local policy, procedures and professional practice.

Other sources of learning are also available via the RSAB and include:

- Association of Directors of Adult Social Services events
- Learning from Practice Briefings
- RSAB Specialist Interest Training Programme
- Safeguarding Awareness Week conferences and workshops
- South Yorkshire Safeguarding Training Consortium courses and conferences.

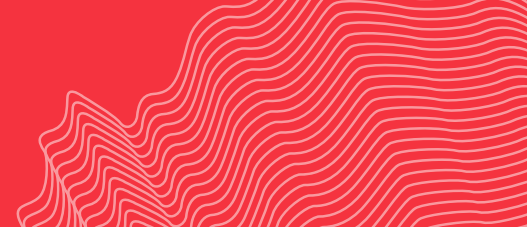
For further information about these opportunities please contact

Learning-Development@rotherham.gov.uk

TRAINING LEVELS

RSAB recognises five levels of training to equip the workforce and volunteers with the knowledge, skills and behaviours needed to carry out their role to safeguard adults from abuse and/or neglect. These are:

- **Level 1 training** is the minimum level of competence required of all staff and volunteers working in health and/or social care organisations.
- **Level 2 training** is the minimum level of competence for all professional staff involved in safeguarding adults work who are in regular contact with patients, service users their families or carers, or the public. These would include domestic and ancillary staff, care workers, drivers/transport staff, social workers, the public, frontline managers, social care provider service managers, administrators for safeguarding teams, health students, phlebotomists, pharmacists, emergency services communications centre staff, orthodontists, dentists, dental care professionals, audiologists, optometrists, nursing associates, clinical researchers, allied health professionals, ambulance staff, staff who work in virtual and online health settings who provide any health care online, registered nurses, medical staff and GP practice managers.
- **Level 3 training** is for all staff who regularly contribute to or undertake safeguarding enquiries or investigations of adults at risk of harm. This would include social workers, social care provider service managers, safeguarding professionals, medical staff, general practitioners, registered nurses, urgent and unscheduled care staff, psychologists, psychotherapists, adult learning/ intellectual disability practitioners, health professionals working in substance misuse services, paramedics, sexual health staff, care home managers, health visitors, midwives, dentists, and pharmacists with a lead role in adult protection (as appropriate to their role).
- **Level 4 and 5 training** is for named safeguarding adults leads (nurse, GP, social worker), designated professionals (nurse, consultant) and RSAB members.



ROLES AND COMPETENCIES FOR HEALTH CARE STAFF

The Adult Safeguarding: Roles & Competencies for Health Care Staff ('Intercollegiate Document') is designed for use in "all organisations that provide or commission health care for adults regardless of sector, setting or size", and relates specifically to those competencies and skills that are required by professionals to support the safeguarding adults processes. The 'Intercollegiate Document' works as a framework that can help practitioners at all levels understand both the roles and responsibilities for training and ensuring that the workforce is suitably equipped. Local NHS Trusts utilise this framework to ensure that staff are trained at the appropriate level. Where there are staff members who work in both health and social care it is equally important that levels of training are considered.

This table gives the requirements for repeating training for different worker levels:

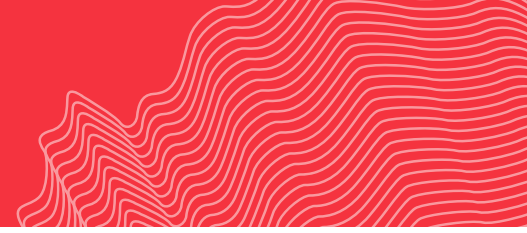
LEVEL	1	2	3	4	5	Board
30 mins Induction	✓	✓	✓	✓	✓	✓
2 hours (over 3 years)	✓	✓				✓ + Board Specific
4 hours (over 3 years)		✓				
8 hours (over 3 years)			✓			
12-16 hours (over 3 years)						
24 hours (over 3 years)			I	✓	✓	

(As referred to in the Adult Safeguarding: Roles and Competencies for Health Care Staff First Edition: August 2018)

TRAINING ATTENDANCE AND NON-ATTENDANCE

The RSAB will not make a charge to learners for undertaking any of its core training courses or e-learning modules and it will not make a charge for a course withdrawal if seven working days' notice or more is given and confirmed in writing by email to Learning-Development@rotherham.gov.uk

The RSAB will make a charge however at a rate of £50 for any course place cancelled at six working days' notice or less and £50 for non-attendance at an event where the learner is in paid employment for an organisation. Unpaid carers and volunteers are exempt from these arrangements.



The charge for a cancelled place will be waived if, at the time of cancellation, the employer notifies of their intention to send and subsequently notify of a substitute delegate.

The cancellation fee and no-show fee will also be waived in extenuating circumstances, that is, where adverse circumstances arose that prevented a learner from attending a training course either on the day of the course itself or within the seven working day cancellation period. These extenuating circumstances are limited to:

- **Sick leave** – unplanned illness or injury resulting in absence from work.
- **Special leave** – where the learner’s employer had approved special leave arrangements for such as bereavement, dependents or children.
- **Major incidents** – significant adverse weather conditions or major travel disruption on the day of the course.

All charges are the responsibility of the employer and not the individual. Non-payment of charges may result in future training places being withheld until payment is made.

The RSAB Workforce Development sub-group is responsible for the resolution of any charging dispute which should in the first instance be made in writing by email to

Learning-Development@rotherham.gov.uk

ACCESS TO THE CORE TRAINING PROGRAMME

Administration

Rotherham Council’s Corporate Learning and Development Team administers the core training programme and may be contacted by telephone 01709 255903 or by email Learning-Development@rotherham.gov.uk

Course Calendar

A calendar of scheduled courses is published at <http://www.rsab.org.uk/>

Course bookings

Rotherham Council employees should book using the www.hrsc-yourhr.co.uk/ Other organisations should email Learning-Development@rotherham.gov.uk Course joining instructions are issued.

E-learning

Please contact Learning-Development@rotherham.gov.uk

FURTHER INFORMATION

Please contact

Learning-Development@rotherham.gov.uk

SAFEGUARDING ADULTS

Delivery: E-learning

Duration: One to two hours

Level 2

Aim

This module will provide learners with safeguarding adults awareness training including recognition and reporting of abuse and neglect with respect to local procedures and responsibilities.

Objectives

- Understand what safeguarding is and your role in safeguarding adults at risk.
- Recognise an adult potentially in need of safeguarding and take action.
- Understand the procedure for raising a safeguarding concern.
- Understand dignity and respect when working with adults.
- Have knowledge of policies, procedures and legislation that support safeguarding adults' activity.

DOMESTIC VIOLENCE AND ABUSE

Delivery: E-learning

Duration: One hour

Level 2

Aim

This module will provide participants with a greater knowledge and awareness of the potential consequences of violence and abuse and enable the participants to respond appropriately to disclosures.

Objectives

- Explain what domestic violence and abuse is and identify who is at risk.
- Describe the physical and psychological effects of domestic violence and abuse.
- Classify the behaviours displayed by an abusive person.
- Explain the impact of domestic violence and abuse on children, young people and vulnerable adults.
- Describe best practices for supporting those experiencing domestic violence and abuse.

WORKING WITH ADULTS WHO SELF-NEGLECT

Delivery: E-learning

Duration: One hour

Level 2

Aim

This course will help participants to understand self-neglect.

Objectives

- Define self-neglect.
- Explain the different manifestations of self-neglect and how to detect it.
- Know how to use a Mental Capacity Act Assessment.

SAFEGUARDING ADULTS – RAISING A CONCERN

Delivery: Course

Duration: Three hours

Level 2

Aim

This course will provide learners with detailed safeguarding adults awareness training including recognition and reporting of abuse and neglect with respect to local procedures and responsibilities.

Objectives

- Demonstrate what constitutes an adult at risk of or experiencing abuse or neglect (Care Act 2014 definition).
- Describe what is meant by abuse and neglect.
- Knowledge of your organisation's processes for safeguarding adults.
- Apply duty of care to adults at risk and duty to report safeguarding adults concerns.
- Demonstrate an understanding of your organisation's procedures for supporting an adult at risk of abuse.
- Ability to demonstrate understanding of how to ensure immediate safety (e.g. contacting police) and maintain appropriate confidentiality.
- Ability to outline the processes for informing appropriate person of safeguarding adults concern.
- Awareness of and confidence in using 'whistleblowing' policies and procedures.

HOARDING AND SELF NEGLECT

Delivery: Course

Duration: Three hours

Level 2

Aim

This training will help participants to better understand hoarding as a cognitive and neuro-psychological disorder that results in the inability to perform daily activities and necessary household functions, health problems due to unsanitary conditions, social isolation, work disability, and even death. This course will help participants to understand how to recognise the signs and the different manifestations of self-neglect.

Objectives

- Describe the characteristics of hoarding behaviours.
- Understand and recognise the underlying causes of hoarding behaviours.
- Work with people that hoard.
- Understand the appropriate legislation and how it relates to your role.
- Understand the interface between the Mental Health Act and the Mental Capacity Act.
- Define self-neglect.
- Explain the different manifestations of self-neglect and how to detect it.
- Know how to use the assessment of capacity procedure.
- Demonstrate an increased knowledge of intervention strategies.
- Identify the partnerships and co-operation available.
- Understand the appropriate legislation and how it relates to your role.

TRAFFICKING AND MODERN SLAVERY

Delivery: Course

Duration: Three hours

Level 2

Aim

This course will help participants to understand human trafficking and the concept of modern slavery and its various forms.

Objectives

- Define and explain the meanings of adult and child trafficking, human exploitation and modern slavery.
- Be aware of and make sure to respect the rights of victims of human trafficking and modern slavery.
- Act in line with your own responsibilities as a professional and be aware of the responsibilities of other authorities in the United Kingdom - Prevent and Channel Panel.
- Understand County Lines.

SAFEGUARDING ADULTS PROCEDURAL AND DOCUMENTATION BEST PRACTICE

Delivery: Course

Duration: Six hours

Level 3

Aim

This course will provide participants with a working knowledge of local safeguarding adults policy, procedures and systems. It will ensure participants understand what good safeguarding practice is and give them confidence to complete local safeguarding documentation to a high standard.

Objectives

- Know how to access the South Yorkshire Principles and Approaches.
- Know how to access national and local safeguarding adults procedures and guidance.
- Understand local safeguarding adult's policy, procedure and systems.
- Be equipped with the necessary knowledge to document safeguarding adults records and forms in accordance with the local policy and procedure and relevant internal guidance.
- Understand and use all aspects of the local policy and procedures and what is required to make effective safeguarding adults enquiries.
- Be able to participate in the processes of the planning meetings and discussions in order to assist and carry out enquiries of allegations of abuse.
- Be competent and confident to complete safeguarding adult forms 1 and 2.
- Be competent in making safeguarding personal and the interface with positive risk taking and complex case management.
- Reinforce good case recording.

PROVIDER SERVICE MANAGER ROLES IN SAFEGUARDING ADULTS (DOMICILIARY CARE MANAGERS AND CARE HOME MANAGERS)

Delivery: Course

Duration: Six hours

Level 3 (Adult Care Only)

Aim

This course will equip managers with the required knowledge and skills to apply to practice.

Objectives

- Confidently make decisions to make a safeguarding adult concern.
- Describe the legal framework for safeguarding, consent, and capacity.
- Describe the purpose of a Section 42 enquiry and their role within this.
- Describe the impact of safeguarding on recruitment, staff management and workforce development.
- Understand the roles and responsibilities of provider services in the whole of the safeguarding process.
- Explain the role of regulators and contracts in the safeguarding process.
- Describe the role and responsibilities of the Disclosure and Barring Service.
- Identify and proficiently carry out the provider manager's roles and responsibilities throughout the Section 42 enquiry including ongoing/further enquiries.

UNDERTAKING ENQUIRIES AND MAKING SAFEGUARDING PERSONAL

Delivery: Course

Duration: 12 hours

Level 3 (4 Health)

Aim

This course will equip practitioners to undertake effective, outcome-based safeguarding adult enquiries and produce good quality comprehensive enquiry reports that demonstrate the appropriate involvement of the adult at risk, family, advocate, witnesses and source of harm.

Objectives

- Detail the core principles of adult safeguarding in the Care Act.
- Outline the key legislation and guidance relevant to adult safeguarding.
- Apply the three-stage test to a range of safeguarding concerns and evaluate the responsibilities of workers and organisations raising safeguarding concerns.
- Describe the rights of the adult in determining the safeguarding journey and how you can empower them to address the harm and manage the risks.
- Describe the best practice principles in delivering person centred safeguarding support.
- Outline the safeguarding journey – exit points, timelines.
- Explain how to manage the safeguarding enquiry and produce a high-quality report.

SAFEGUARDING ADULTS MANAGER TRAINING

Delivery: Course

Duration: Six hours

Level 3 (4 Health)

Aim

This course will equip safeguarding adults managers with the required knowledge and skills to apply to practice throughout the enquiry.

Objectives

- Demonstrate ability to manage cases through safeguarding adult processes.
- Show ability to co-ordinate safeguarding adult enquiries.
- Promote outcome-focused safeguarding adult practice and decision making.
- Demonstrate knowledge of other processes that can assist with exiting safeguarding and be more appropriate to the situation reported.
- Provide support and supervision to staff, volunteers and managers with safeguarding adult concerns.
- Demonstrate the appropriate involvement of the adult at risk, family, advocate, witnesses and source of harm.
- Demonstrate knowledge of best practice in convening and chairing safeguarding adults meetings.

CHAIRING COMPLEX MEETINGS

Delivery: Course

Duration: Six hours

Level 3 (4 Health)

Aim

This course will provide vital knowledge, skills and techniques to chair complex meetings.

Objectives

- Understand the responsibilities of the chair in managing the flow of meetings, promoting individual contributions and encouraging creativity.
- Understand how to plan and lead meetings more effectively to better facilitate the decision-making process.
- Understand how to minimise attendees' behaviours that can lead to unproductive meetings.
- Understand and apply skills and techniques to assist the meeting in achieving its aims and outcomes and overcome meeting challenges.
- Understand how to chair Section 42 safeguarding adults meetings to best practice standards.

WORKING TOGETHER TO SAFEGUARD ADULTS

Delivery: Course

Duration: 16 hours

Level 3

Aim

The course has been designed to reflect the Care Act 2014 and the need for agencies working together and making safeguarding personal.

Objectives

Participants will review cases that have occurred over the past 12 months and use them to focus on:

- Concerns raised (three-point test, thresholds, screening in or out).
- Face-to-face meetings (purpose, paperwork).
- Planning meetings – multi agency, planning, making safeguarding personal.
- Sec 42 enquiries (including mate/ hate crime, duress and coercion, modern slavery, honour based violence).
- Enquiry reports.
- Outcome meetings and independent chairs.

NB: This course is organised by the South Yorkshire Safeguarding Adults Training Consortium.

