



## **Rotherham Safeguarding Sub-Group: Workforce Development Terms of Reference**

### **1. Role of the Sub-Group**

- 1.1 The subgroup has responsibility for ensuring that the Rotherham Safeguarding Adults Board meets its responsibilities for training as set out within the *Care and Support Statutory Guidance, Safeguarding, Chapter 14*.

### **2. Guiding Principles**

- 2.1 The Safeguarding Adults Board provides advice and guidance on the standards and content of training; it is the responsibility of each organisation to ensure the effective delivery of safeguarding training to its own staff. Organisations should be expected to provide evidence of effective programmes of training.
- 2.2 Training should take place at all levels in an organisation and be updated regularly to reflect best practice; it should be inclusive, and no staff group, volunteer or personal assistant should be excluded from accessing relevant training for their role.
- 2.3 Training levels would include basic, specialist, and advanced and relate to roles and responsibilities undertaken in carrying out local safeguarding adult arrangements. Training levels may be established in line with both local and national guidance.
- 2.4 Training is a continuing responsibility and should be provided as a rolling programme.

### **3. Principal Responsibilities**

- 3.1 To ensure that relevant partners provide training for staff and volunteers on the policy, procedures and professional practices that are in place locally, which reflects their roles and responsibilities in safeguarding adult arrangements. (see 14.225 Chapter 14 Care Act Guidance)
- 3.2 To promote multi-agency training and consider any specialist training that may be required and facilitate this.
- 3.3 To consider any scope to jointly commission training with other partnerships both locally and regionally.

- 3.4 To identify mechanisms for monitoring and reviewing the implementation and impact of training.
- 3.5 To contribute to the Rotherham Safeguarding Adults Board's Strategic Plan and Annual Report.
- 3.6 To raise awareness within partner agencies and the wider community of the need to safeguard adults at risk of abuse and explain how they can contribute to achieving these objectives.

#### **4. Specific Responsibilities**

##### **4.1 Analysing & Assessing Training Needs**

- 4.11 To identify the range and extent of multi-agency and specialist training needs, analyse how those needs might be met, and take action to address these via the Workforce Development Subgroup.
- 4.12 To review developments in legislation, policy, and practice for their training implications for reporting to the Safeguarding Adults Board and incorporation into revised training specifications in the Training Plan.
- 4.13 To receive assurance from organisations that their identified training needs relating to multiagency and/or specialist training are being addressed and met.

##### **4.2 Planning & Design of Training Solutions**

- 4.21 To agree a multi-agency safeguarding training offer which builds on single agency offers

##### **4.3 Managing Training, Contracting & Delivery**

- 4.31 To contribute to the contracting of training delivery services including establishing the requirements of training: levels, targeted audience, quality requirements and ensuring value for money.
- 4.32 To inform training planning and scheduling by maintaining the oversight of the demand for, and access to, the rolling programme of training.
- 4.33 To uphold training standards and requirements by contributing to managing the quality and performance of contracted training delivery providers.
- 4.34 To receive and adjudicate in disputes arising from the no-show and cancellation policy for training courses.

4.35 Where external training is being sourced by the RSAB, a rigorous process of procurement will be utilised in order to ensure high quality and where necessary, bespoke, training is delivered.

#### **4.4 Managing Quality, Performance & Outcomes**

4.41 To undertake activities to monitor, measure and evaluate the quality of contracted training provision, its effectiveness in meeting specified requirements, and its impact on workers' practice and outcomes for service delivery.

4.42 To produce standard and tailored reports for the Safeguarding Adults Board on the implementation of the rolling programme of training and the findings from activities undertaken to measure the effectiveness and impact of training, or other matters relating to training.

#### **5. Format**

5.1 The Nurse Consultant for Safeguarding RDASH will Chair the group with the deputy chair being from the Integrated Care Board.

5.2 Meetings of the Safeguarding Adults Workforce Development Subgroup will be held bi-monthly with a minimum of four meetings a year. Unless exceptional circumstances they will last no longer than two hours. Meetings of the Workforce Development sub-group will be in a virtual format, using Microsoft Teams.

5.3 At least three partner agencies must be in attendance (including Chair).

5.4 Each member agency should nominate a lead officer and deputy with sufficient authority to speak on the agency's behalf, feedback and effect necessary changes on issues brought to or arising from the group: for example, compliance, policy, practice, and training. Members will be expected to attend no less than 75% of meetings.

5.5 Each partner agency will contribute agenda items of particular relevance to their agency's national/local policy issues or experience, or any other item thought to be relevant to the Safeguarding Adults Workforce Development Subgroup.

5.6 The Workforce Development Subgroup may from time to time co-opt other members for time limited pieces of work e.g., Task and Finish Groups when knowledge, expertise and information are required that sits out of the core membership.

5.7 The group and its members are working within their own organisation's confidentiality agreement and the expectation that they should maintain the confidentiality of all sensitive information received, discussed, and recorded in connection with the meetings of this subgroup and no information should be disclosed to any other unauthorised individual, group, or organisation.

5.8 The Terms of Reference for the Safeguarding Adults Workforce Development Subgroup will be reviewed annually.

**6. Safeguarding Adults Operational Subgroup Membership:**

<b>Organisation</b>	<b>Job Title</b>
Rotherham Doncaster and South Humber Trust (RDaSH)	Safeguarding Nurse Consultant and Head of Safeguarding ( <b>Sub-Group Chair</b> )
Rotherham Metropolitan Borough Council	Learning and Development Manager ( <b>Deputy Sub-Group Chair</b> )
Rotherham Metropolitan Borough Council	Safeguarding Board Manager
Rotherham Metropolitan Borough Council	Adult Safeguarding Coordinator (Sub-Group Minute Taker)
Rotherham Metropolitan Borough Council	Community Safety Service Manager
Rotherham Metropolitan Borough Council	Area Housing Manager (South Locality)
Rotherham Metropolitan Borough Council	Principal Social Worker (PSW)
South Yorkshire Fire and Rescue	Safeguarding Officer
South Yorkshire Fire and Rescue	Safeguarding Officer
South Yorkshire Police	Police Inspector (Safeguarding)
The Rotherham Foundation Trust (TRFT)	Safeguarding Adults Nurse Advisor
Integrated Care Board (ICB)	Deputy Designated Professional - Safeguarding Adults and Lead for Mental Capacity Act, DoLS and Court of Protection
Integrated Care Board (ICB)	Safeguarding Adults and Quality Lead
Rotherham Doncaster and South Humber Trust (RDaSH)	Named Professional for Safeguarding
Rotherham Hospice	Head of Patient and Family Support Services
Crossroads Care	Chief Operatina Officer/Reaistered Manaæer

**NB:** Other partner agencies will be co-opted as appropriate to the Safeguarding Adults Workforce Development Subgroup and the Task and Finish Groups.

**Review Date: June 2024**

