

# **Surrey Safeguarding Adults Board**

## **Training Course Programme May 2015 – March 2016**

Welcome to the Surrey Safeguarding Adults Board (SSAB) training course programme for May 2015 until March 2016.

Taking responsibility for learning and development is key to having a skilled and competent workforce, able to take on the roles and responsibilities required to protect adults at risk and ensure we respond appropriately when adult abuse and neglect does occur.

This programme of training courses is designed to give people working (paid or voluntary) in Surrey the training opportunities that will increase their knowledge and understanding of Safeguarding Adults. All of this training is multi-agency. Training with people from other agencies and organisations promotes a mutual understanding of each other's roles and responsibilities and facilitates the joint effort required to reduce and respond to adult abuse across Surrey

This will be the sixth year of the SSAB training programme and it has already built a reputation of extending skills, knowledge and competency within a shared training environment. These courses meet the training requirements identified within the SSAB Training Strategy. This Strategy aims to provide an effective Surrey wide, co-ordinated, multi-level approach to learning progression to meet the needs of the people of Surrey and ensure that all agencies are able to respond appropriately to Safeguarding concerns with prompt, timely and appropriate action. It also aims to widen access, availability and uptake of training by workers (paid and volunteer). The Strategy identifies the learning requirements within 4 progressive levels which reflect the role an individual may have within safeguarding adults:

- Level 1 Awareness of Safeguarding Adults
- Level 2 Supporting Safeguarding Adults Pathways
- Level 3 Implementing Safeguarding Adults Pathways
- Level 4 Managing Safeguarding Adults

To help decide what training your staff and volunteers need a set of multi agency safeguarding competencies have been identified. These can be found on the Safeguarding Adults board web pages. The SSAB expects all agencies and organisations to provide Level 1 training in-house for their own staff.

Greater learning can be achieved if training within Levels 2-4 is received within a multi-agency learning environment. It is expected that individuals will have completed training or the equivalent at lower levels before applying for a training course at a higher level.

## The courses

Level	Course name
Level 1	Care Act briefings- Making Safeguarding Personal (1/2 day) Safeguarding Awareness (1 day)
Level 2	Supporting the Process (1 day) Self Neglect Awareness (1/2 day)
Level 3	Managing Safely (1 day) Provider Led Enquiries (1 day)
Level 4	Internal Management Reviews (1 day)

Details of the content and target audience for each course can be found below. Additional courses may be added across the course of the financial year.

For Children’s safeguarding courses please access the Surrey Safeguarding Children’s board (SSCB) offer which can be found here:

<http://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/information-for-child-social-care-professionals/surrey-safeguarding-children-board/latest-news-and-training-safeguarding-board>

<b>Date</b>	<b>Training</b>	<b>Venue</b>	<b>Time</b>
15.12.15	Supporting the Process	County Hall, Kingston	9.30am-4.30pm
19.01.16	Self Neglect Awareness	Fairmount House, Leatherhead	9.30am-4.30pm
29.01.16	Self Neglect Awareness	Quadrant Court, Woking	9.30am-4.30pm
18.01.16	Managing Safely	St Saviours, Guildford	9.30am-4.30pm
15.02.16	Managing Safely	Fairmount House, Leatherhead	9.30am-4.30pm
14.03.16	Managing Safely	County Hall, Kingston	9.30am-4.30pm

**N.B. The dates advertised above are not the entire Surrey Safeguarding Adults Board training offer.**

**Please be aware that additional training dates will be advertised shortly.**

## **Level 1 – Care Act Briefings- Making Safeguarding Personal**

### **Target Audience**

For all proprietors, managers, and senior staff in private, voluntary and other organisations working with adults. This will be particularly relevant for those people who have a responsibility for arranging training within their own organisation

### **Duration**

½ day briefing session

### **Aim**

To provide an opportunity for professionals to enhance their understanding of the key changes under the Care Act and how they will apply these in their day to day practice in relation to Safeguarding Adults.

### **Objectives**

By the end of the briefing participants will have an understanding of:

- the new duties introduced by the Care Act from 1<sup>st</sup> April 2015 in relation to safeguarding adults
- the changes to the Surrey Safeguarding Adults internal as well as the Multi Agency Procedures
- the role and responsibilities of independent sector organisations in relation to safeguarding adults
- refresh knowledge of good practice in relation to Making Safeguarding Personal
- responding to safeguarding concerns (replaces alerts) and enquires (replaces investigations)

## Mapping

The knowledge gained from this workshop underpins the following learning outcomes:

Skills for Care : Care Certificate	Standard 10	Safeguarding Adults
Dip H&SC Level 2	Unit HSC 024	Principles of safeguarding and protection in health and social care
National Minimum Training Standards	Standard 6	Safeguarding
Safeguarding Board Competency Framework	Competencies	Competencies 1-5

## Cost

£50 per delegate plus an admin fee of £12. Please enclose a cheque made payable to 'Surrey County Council' or supply a Purchase Order (PO) reference number with the booking form. An administration fee of £12 only, to those on the Board.

Fully funded by the board to the Voluntary and Independent sector staff

## Cancellation Policy

If you are unable to attend please consult with [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk) at your earliest opportunity so a substitute participants can be found.

Participants are expected to attend the full course. If you wish to attend this course please complete the application form at the end of the brochure and return it as soon as possible.

## Attendance

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Level 1 – Safeguarding Awareness

### Target Audience

This course is for volunteer and independent sector staff working in Adult Social Care settings only.

### Duration

1 day

### Aim

To raise awareness and understanding of staff roles and responsibilities, in relation to the safeguarding of adults.

### Objectives

By the end of the training participants should:

- Understand and explain what constitutes abuse and harm
- Understand how and when adults may be considered at risk
- Identify some indicators of abuse and/or harm
- Be able to explain the factors to be considered as to whether the situation has the potential to be harmful
- Gain awareness of the Safeguarding Adults pathways relating to your service
- Know when and to whom potential abuse, neglect or harm should be reported
- Gain awareness of key legislation
- Understanding the importance of treating all people with fairness and respect and working in a way that fully complies with all aspects of the Equality Act 2010 when working with people, carers and their families.

### Mapping

The knowledge gained from this workshop underpins the following learning outcomes:

Skills for Care : Care Certificate	Standard 10	Safeguarding Adults
Dip H&SC Level 2	Unit HSC 024	Principles of safeguarding and protection in health and social care

National Minimum Training Standards	Standard 6	Safeguarding
Safeguarding Board Competency Framework	Competencies	Competencies 1-5

## Cost

Fully funded by the board to all organisations. An administration fee of £12 only is required.

Please enclose a cheque made payable to 'Surrey County Council' or supply a Purchase Order (PO) reference number with the booking form.

## Cancellation Policy

If you are unable to attend please consult with [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk) at your earliest opportunity so a substitute participants can be found.

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Attendance

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Level 2 – Supporting the Process

### Target Audience

This course is aimed at but not limited to:

- Occupational Therapist's/Speech and Language Therapists/Physiotherapists
- Social Workers
- Nurses
- Frontline managers/supervisors
- Integrated team managers
- Health and Social Care Provider Managers (Safeguarding champions)
- Achieving Best Evidence (ABE) Trained Investigating Officers (Police/Social Care)
- Dentists, General Practitioner's, Doctors, Acute and Community
- Commissioning Managers
- Registered Managers

### Pre requisite

To attend this course you must have completed level 1 training either as outlined by the board or an equivalent before attending. This is to ensure that the audience has the right level of knowledge to follow and contribute to each session.

### Aim

The aim of the course is to enable the learner to demonstrate their skills and knowledge in recognising and identifying potential abuse/harm in practice, being aware of risk management including those individuals with fluctuating capacity.

### Duration

1 day

### Objectives

By the end of the training participants should:

- Demonstrate knowledge on Identifying and reducing potential risks to people, carers and their families after a safeguarding concern has been raised
- Have up to date knowledge on legislation / policy which informs our work and why through the use of practical scenarios

- Have an awareness of and confidence to use ‘whistle blowing’ policy and procedures when required
- Understand the relevant safeguarding pathway in line with making safeguarding personal agenda
- Show a comprehensive and detailed knowledge of gathering information and preserving evidence
- Describe when emergency protection plans may be required/use of court of protection
- Show an understanding of multi agency information sharing and issues of confidentiality and data protection

## Mapping

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

Skills for Care : Care Certificate	Standard 10	Safeguarding Adults
Dip H&SC Level 2	Unit HSC 024	Principles of safeguarding and protection in health and social care
National Minimum Training Standards	Standard 6	Safeguarding
Safeguarding Board Competency Framework	Competencies	Competencies 6-11

## Cost

£75 per delegate and an admin fee of £12. Please enclose a cheque made payable to ‘Surrey County Council’ or supply a Purchase Order (PO) reference number with the booking form.

An administration fee of £12 only, to those on the Board. Free places may be available for very small organisations.

## Cancellation Policy

If you are unable to attend please consult with [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk) at your earliest opportunity so a substitute participants can be found.

## Attendance

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Level 2 – Self Neglect Awareness

### **Aim**

To give a practical understanding of what constitutes self neglect as defined within the Care Act 2014.

### **Pre requisite**

To attend this course you must have completed level 1 training either as outlined by the board or an equivalent before attending. This is to ensure that the audience has the right level of knowledge to follow and contribute to each session.

To have completed the relevant Mental Capacity Act training within your organisation.

### **Target audience**

This course is aimed at but not limited to:

- Occupational Therapist's/Speech and Language Therapists/Physiotherapists
- Social Workers
- Nurses
- Safeguarding champions
- ABE Trained Investigating Officers (Police/Social Care)
- Dentists, General Practitioner's, Doctors, Acute and Community

### **Duration**

½ day

### **Objectives**

By the end of the training participants should:

- identify what constitutes self neglect
- have a working knowledge of the Mental Health Act and Mental Capacity Act in relation to self neglect and when the Court of Protection could be considered
- the importance of multi agency information sharing and creating robust risk

- management plans
- Understand the role key partners play in managing self neglect within the safeguarding pathway

## Mapping

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

Skills for Care : Care Certificate	Standard 10	Safeguarding Adults
Dip H&SC Level 2	Unit HSC 024	Principles of safeguarding and protection in health and social care
National Minimum Training Standards	Standard 6	Safeguarding
Safeguarding Board Competency Framework	Competencies	Competencies 6-11

## Cost

£50 per delegate and an admin fee of £12. Please enclose a cheque made payable to 'Surrey County Council' or supply a Purchase Order (PO) reference number with the booking form.

An administration fee of £12 only, to those on the Board.

## Cancellation Policy

If you are unable to attend please consult with [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk) at your earliest opportunity so a substitute participants can be found.

## Attendance

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Level 3- Managing Safely

### Aim

To improve the knowledge, skills and expertise of managers in respect of safe recruitment, supervision and management of staff who work with adults at risk.

To develop a greater understanding of prevention, multi-agency working, the legal framework and national and local developments in Safeguarding Adults.

### Target Audience

This course is aimed at but not limited to:

- Proprietors and Registered Manager's
- Heads of Health and Social Care Services
- Matrons and Senior Sisters
- Head of Nursing (Acute and Community)
- Designated Adult Safeguarding Managers (all organisations)
- Chair of Local Safeguarding Adults Groups
- Named lead General Practitioners for adult safeguarding

### Pre requisite

To attend this course you must have completed level 1 and 2 training requirements either as outlined by the board or an equivalent before attending. This is to ensure that the audience has the right level of knowledge to follow and contribute to each session.

### Duration

1 day

### Objectives

By the end of the training participants should:

- Show awareness of updated safeguarding pathways and follow/ implement them

- Understand how multi-agency prevention strategies must be developed and used in practice
- Understand the skills needed to support the individual through the safeguarding pathway to achieve good outcomes
- Understanding the role of the advocate as required by the Care Act 2014
- Having a clear understanding of your role in a section 42 enquiry
- Demonstrate an understanding of the importance of effective monitoring/auditing to provide assurance of organisational compliance to the SSAB
- Demonstrate established systems to support good practice e.g. supervisions, maintaining records and safeguarding action plans
- Share ideas and experiences with colleagues and contribute to the development of good practice within Surrey, including learning lessons from Safeguarding Adults Reviews and Domestic Homicide reviews

## Mapping

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	Unit M1	Develop health and safety and risk management policies, procedures and practices in health, social care and children and young people settings
Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	Unit LM 2a (level 4)	Understanding professional supervision practice.
Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	Unit M2a	Understand partnership working
Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	Unit M2c	Work in partnership in health and social care or children and young people's setting
Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	P1	Safeguarding and protection of vulnerable adults
Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	P5	Understand safeguarding of children and young people for those working in the adult sector
Managers Induction Standards (MIS)	Standard 1	Governance and accountability
Managers Induction Standards (MIS)	Standard 3	Partnership working and relationships
Managers Induction Standards (MIS)	Standard 8	Safeguarding and protection
Managers Induction Standards (MIS)	Standard 9	Professional Development
Managers Induction Standards (MIS)	Standard 12	Ensuring Quality
Safeguarding Board Competency Framework	Competencies	Competencies 12-16

## Cost

£75 per delegate and an admin fee of £12. Please enclose a cheque made payable to 'Surrey County Council' or supply a Purchase Order (PO) reference number with the booking form.

An administration fee of £12 only, to those on the Board. Free places may be available for very small organisations

## **Cancellation Policy**

If you are unable to attend please consult with [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk) at your earliest opportunity so a substitute participants can be found.

## **Attendance**

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Level 3 – Provider Led Enquiries

### **Aim**

To give delegates the confidence and competence to undertake enquiries (replaces investigations) thoroughly and impartially. To give delegates the skills to construct an enquiry report that meets legal requirements.

### **Target Audience**

This course is aimed at but not limited to:

- Proprietors and Registered Manager's
- Heads of Health and Social Care Services
- Head of Nursing (Acute and Community)
- Designated Adult Safeguarding Manager (all organisations)
- Chair of Local Safeguarding Adults Board
- Named lead General Practitioner for adult safeguarding

### **Pre requisite**

To attend this course you must have completed level 1 and 2 training requirements either as outlined by the board or an equivalent before attending. This is to ensure that the audience has the right level of knowledge to follow and contribute to each session.

### **Duration**

1 day

### **Objectives**

By the end of the training participants should:

- Understand the roles and responsibilities of the different agencies involved in investigating potential harm, neglect and/or abuse
- Show thorough knowledge and application of purpose, duties, tasks involved in own agency Safeguarding enquiries/assessments
- Understand and apply ACAS Code of Practice to enquiries
- Explain and implement fair practices and the law in relation to enquiries

- With the adult at risk agree the management of risks during and following any enquiry
- Understand how to manage anonymous and hearsay information
- Construct an enquiry report that meets legal requirements and the needs of both parties
- Share ideas and experiences with colleagues and contribute to the development of good practice within Surrey, consider a Safeguarding Adults Review (SAR)

## Mapping

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	Unit M1	Develop Health and Safety and Risk Management Policies, Procedures and Practices in Health and Social Care or Children and Young People's Settings
Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	Unit P5	Understand safeguarding of children and young people for those working in the adult sector
Dip Level 5 in Leadership for Health and Social Care and Children and young people's service (England)	Unit P1	Safeguarding and protection of vulnerable adults
Managers Induction Standards (MIS)	Standard 1	Governance and accountability
Managers Induction Standards (MIS)	Standard 8	Safeguarding and protection
Safeguarding Board Competency Framework	Competencies	Competencies 12-16

## Cost

£75 per delegate and an admin fee of £12. Please enclose a cheque made payable to 'Surrey County Council' or supply a Purchase Order (PO) reference number with the booking form.

An administration fee of £12 only, to those on the Board. Free places may be available for very small organisations.

## Cancellation Policy

If you are unable to attend please consult with [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk) at your earliest opportunity so a substitute participants can be found.

## Attendance

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Level 4 – Internal Management Reviews

### Aim

To enable participants to contribute to the Safeguarding Adult Review process by producing Internal Management Reviews (IMRs) in a consistent format, which look openly and critically at organisational practice and make recommendations to improve future practice.

### Target Audience

This course is aimed at but not limited to:

- Executive & Senior Managers,
- Assistant Senior Managers (All organisations) ,
- Chief Executive,
- Owners/Managers,
- Heads of Service,
- Trustees of Charitable/Voluntary Organisations
- Designated Adults Safeguarding Managers

### Pre requisite

To attend this course you must have completed level 1, 2 and 3 training requirements either as outlined by the board or an equivalent before attending. This is to ensure that the audience has the right level of knowledge to follow and contribute to each session.

### Duration

1 day

### Objectives

By the end of the training the participants should have:

- Explored how an Internal Management Review informs a Safeguarding Adults Review and the role of the review panel in the process, including the individuals role within this

- Considered the practicalities of conducting an Internal Management Review including undertaking and recording interviews and producing a meaningful analysis
- Discussed how to develop evidence based recommendations and SMART action plans
- Considered the impact of the Safeguarding Adults Review process on staff and how to maximise the potential for learning
- Consider an example of a good and bad internal Management report and understand the impact of them

## Mapping

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

Safeguarding Board Competency Framework	Competencies	Competencies 17-20
---	--------------	--------------------

## Cost

£75 per delegate and an admin fee of £12. Please enclose a cheque made payable to 'Surrey County Council' or supply a Purchase Order (PO) reference number with the booking form.

An administration fee of £12 only, to those on the Board. Free places may be available for very small organisations.

## Cancellation Policy

If you are unable to attend please consult with [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk) at your earliest opportunity so a substitute participants can be found.

## Attendance

Participants are expected to attend the full course. If you wish to attend this course please complete the application form attached at the end of the brochure and return it as soon as possible.

## Surrey Safeguarding Adults Board Training Booking Form

**Name of Course:**

.....

**Date of Course:**

.....

**Please Complete in BLOCK capitals:**

**Title:** ..... **First Name:**.....

**Last Name:**.....

**Job Title:**.....

**Organisation/Company:**.....

**Full Address:** .....

.....

**Postcode:** :.....

**E-mail** .....

*This email address is used to forward course details. Please print clearly.*

**Tel. No.** ..... **Mobile No.**

.....

(please tick) - Cheque enclosed for £75 (full day course) or £50 (half day course) in addition to a £12 admin fee. For those on the Board just a £12 admin fee. Cheques made payable to 'Surrey County Council'

(please tick) - Purchase Order Number

.....

**PTO**

**Invoice Address**

.....  
.....

**Postcode**

.....

**Please indicate any dietary, access or other requirements?**

.....  
.....

**Please indicate how you heard about this training**

Flyer

Website

Line Manager

**Other (please state)** .....

**Please give details of any other Safeguarding Adults training you have undertaken and the date the training took place.**

.....  
.....  
.....  
.....

**Applicant's Signature** ..... **Date** .....

**Please post the completed form to:**

**County Hall, Room 214, Training Administration Team, Penrhyn Road, Kingston. Surrey. KT1 2DN**

**Or email the form to [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk)**

**For all training queries please contact Surrey County Council Training Admin Team on 020 8541 9000 or email [ssctraining.enquiries@surreycc.gov.uk](mailto:ssctraining.enquiries@surreycc.gov.uk)**