



Knowsley Council

Safeguarding Adults

Multi Agency Workforce Development Strategy

2016-2019

Knowsley Safeguarding Adults

Workforce Development Strategy

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1. Introduction

An effective safeguarding service underpinned by the safeguarding principles set out in the Care Act 2014 is dependent upon a well-trained, competent and motivated workforce.

This Workforce Development Strategy sets out Knowsley's approach to learning and development activities designed to support the implementation of **Knowsley's Multi-agency Policy and Procedures to safeguard adults from abuse** and the requirements of the **Care and Support Statutory Guidance issued under the Care Act 2014**.

The aims of Safeguarding Adults are to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives and to keep safe – making safeguarding personal
- Promote an outcomes approach in safeguarding that works for people resulting in the best experience possible
- Raise public awareness so that professionals, other staff¹ and communities as a whole play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and
- Address what has caused the abuse or neglect.²

The Safeguarding Adults Board (SAB) requires assurance that multi-agency arrangements are in place locally to achieve these aims. Knowsley's Multi-agency Training Programme offers different levels of training according to staff roles in the safeguarding process.

Knowsley Safeguarding Unit considers multi-agency training to be a highly effective way of learning. Agencies need to learn together and develop an understanding of each other's roles in order to work together effectively to safeguard adults.

This Multi-agency Training Programme is based on strategic priorities identified within the Safeguarding Board's Strategic Plan and lessons learnt from local and national Safeguarding Adults Reviews. The aim of the programme is to increase participants' knowledge and skills in safeguarding adults. The intention is to improve working relationships between agencies and to promote high quality service provision leading to better outcomes for adults at risk.

This Strategy is relevant to the whole Knowsley workforce, which includes all staff and volunteers employed in organisations which provide or commission services for adults across the statutory, voluntary and independent sectors.

¹ References to 'staff' in this document includes both paid and voluntary staff.

² Section 14.11 Care and Support Statutory Guidance issued under the Care Act 2014.

It has been developed in accordance with the **Care and Support Statutory Guidance issued under the Care Act 2014** and the **National Capability Framework for Safeguarding Adults** produced by 'Learn to Care' and Bournemouth University.

2. Aims and Purpose

The overall aim of this Strategy is to ensure that adults at risk are safeguarded from abuse and neglect. It is essential that adults with care and support needs, their families and carers trust and feel safe with the professionals supporting them.

This Strategy supports the work of the Safeguarding Adults Board ensuring that both single and multi-agency learning activities are delivered to a consistently high standard and offers assurance that all safeguarding training is effective.

It supports the Safeguarding Adults Board in its requirement to oversee the delivery of a multi-agency training programme which provides different levels of training commensurate with safeguarding roles. An effective safeguarding service which incorporates principles of personalisation and prevention requires a well-trained, competent and motivated workforce.

3. Values and Principles

This Strategy has been developed in accordance with Section 14 of the Care and Support Statutory Guidance issued under the Care Act 2014, which describes **six key principles** for safeguarding adults:

1. **Empowerment** - people are supported and encouraged to make their own decisions and give informed consent.
2. **Prevention** - it is better to take action *before* harm occurs.
3. **Proportionality** - the least intrusive response to the risk presented.
4. **Protection** - support and representation is offered to those in greatest need.
5. **Partnership** - local solutions are found through services working with their communities. Communities have a part to play in preventing, detecting and reporting abuse and neglect. Agencies work together to get the best result.
6. **Accountability** - workers are accountable and transparent; they understand their responsibilities to deliver safeguarding

Knowsley's Safeguarding Adults Unit requires that *all* employees and volunteers working within statutory, independent and voluntary services work to these principles and understand their role in safeguarding process.

There is an expectation that adults with care and support needs are treated with dignity and respect at all times. Those working with them deliver safe, humane care and intervene when necessary to safeguard them from abuse and neglect.

Safeguarding is everybody's business - all staff and volunteers in all organisations must be aware of how to recognise and respond to concerns about the abuse and neglect of adults. This Strategy represents a shared commitment to ensure that all staff across all organisations have the knowledge, skills and experience to carry out their roles safely and competently.

Making Safeguarding Personal - the principles and requirements of Making Safeguarding Personal³ set out in the Care and Support Statutory Guidance are central to this Strategy.

Making Safeguarding Personal is about ensuring that adults with care and support needs are supported in safeguarding situations in a way that enhances their involvement and enables them to exercise choice and control. It involves having conversations with adults about their wishes and feelings and what they want to happen at the point of a concern being identified and throughout the safeguarding process. Where an adult has substantial difficulty in making decisions about a safeguarding concern there is a duty to ensure that a representative or advocate is appointed to represent their views.

All safeguarding adults learning activity must reflect the principles of Making Safeguarding Personal. Staff must be skilled and competent in having difficult conversations with individuals at risk of abuse and neglect and/or their representatives.

4. Priorities

This Strategy supports the following priorities:

1. The delivery of better outcomes for adults who need care and support, through single and multi-agency arrangements to safeguard adults.
2. Safeguarding practice across all partners can evidence the adult is in control of the process and their wishes are being respected.
3. Adults in Knowsley are safeguarded against abuse and neglect.

In order to achieve these priorities all organisations providing services to adults with care and support needs have the following responsibilities:

- ❖ Ensure that their workforce is suitably recruited, qualified and supported to safeguard adults
- ❖ Ensure that staff are competent and clear about their responsibilities for safeguarding and promoting the wellbeing of adults
- ❖ Provide appropriate leadership, supervision and support for staff, including support to attend training
- ❖ Create an environment where staff feel able to raise concerns and feel supported in their safeguarding role
- ❖ Each organisation has a Training Plan which includes arrangements for staff to receive high quality training commensurate with their roles in the safeguarding process

³ Section 14.14 Care and Support Statutory Guidance issued under the Care Act 2014.

- ❖ Each organisation's Training Plan includes arrangements for the delivery of Mental Capacity Act and Deprivation of Liberty Safeguards (DoLS) training
- ❖ Staff receive mandatory induction, which includes an understanding of their responsibilities to safeguard adults and children
- ❖ Staff have the skills to listen to adults at risk and take their concerns seriously. The adult's wishes are established at the earliest opportunity.
- ❖ All staff are familiar with policies relating to Safeguarding Adults including Complaints Procedures and 'whistleblowing' procedures which accord with the Public Interest Disclosure Act 1998.
- ❖ Ensure that all staff have regular reviews of their practice to ensure they improve over time and that training has had an impact
- ❖ Ensure that systems are in place to learn and share lessons from local and national experience and research in order to improve practice

5. Equality and Diversity

Knowsley's vision is that all citizens live their lives free from violence, abuse, neglect and exploitation and their rights are protected. All safeguarding work is sensitive to and firmly rooted in respect for differences in race, ethnicity, culture, ability, faith and sexual orientation.

This document reflects Knowsley's culture whereby learning and development is promoted and supported to enable participants of all backgrounds to realise their full potential. This Strategy recognises the importance of equal opportunities, equal access to learning and the need to take positive steps to make reasonable adjustments to meet the learning and development needs of participants.

6. Governance

A multi-agency approach at strategic and operational level is essential to effectively implement safeguarding arrangements.

The Terms of Reference of the Knowsley Safeguarding Learning Partnership includes a requirement to *'oversee the delivery of a multi-agency training programme which provides different levels of training commensurate with safeguarding roles; an effective safeguarding service which incorporates principles of personalisation and prevention is dependent upon a well-trained, competent, motivated workforce.'*

The Knowsley Safeguarding Learning Partnership will monitor the implementation of this Strategy.

7. Identifying Training Needs

Multi - agency training will take into account the needs identified at local and national level by:

- National guidance as it is issued;
- Strategic Plan priorities of the Merseyside Safeguarding Adults Board;
- Learning from local and national Safeguarding Adult Reviews and other reviews, as identified by the Safeguarding Adults Review Group and Safeguarding Learning Partnership
- Discussion of training and development needs at the Merseyside Safeguarding Adults Board which decides major priorities annually;
- Feedback and evaluations from courses;
- Training needs analysis with reference to the National capability Framework for Safeguarding Adults produced by 'Learn to Care' and Bournemouth University.

8. Knowsley's Multi-agency Training and Development Programme

Knowsley's Safeguarding Adults Capability Framework is based on the National Safeguarding Adults Capability Framework developed by Learn to Care and the National Centre for Post Qualifying Social Work at Bournemouth University.

A capability is a combination of the skills, knowledge and experience held by an individual; this framework aims to ensure that these qualities inform Safeguarding practice and that training is provided on a tiered basis according to the participant's role in the safeguarding process.

The framework should be used to enable partner agencies to assure the Safeguarding Board that staff groups take up appropriate learning and development opportunities at a level commensurate with their role so that they are capable of fulfilling their safeguarding responsibilities. The framework should be used in supervision to identify the level of training required to achieve the relevant level of capability.

Partner organisations should use this document when completing safeguarding self-assessments and use it as part of audit processes for demonstrating staff capabilities.

Capability Framework

<u>Course Level</u>	<u>Course Title</u>	<u>Who should attend</u>	<u>National Capability Framework - Staff Group</u>	<u>Learning outcomes</u>
Induction	<p>Elearning:</p> <p>Safeguarding in Adult Services</p> <p>SCIE Model Safeguarding Adults</p> <p>Safeguarding and Child Protection for non-Children's Service workers</p> <p>Link to courses: KMBC E-learning</p>	<p>New starters in the Council Depts must attend Corporate Induction - 'Welcome to Knowsley'. Social Care Managers have a responsibility to ensure that new staff take up the e-learning modules on the Intranet in Safeguarding Adults and Safeguarding Children as part of their induction.</p> <p>These courses are also available to staff employed in care services commissioned by the Council.</p>	<p>Staff Group A: Members of this group have contact with adults with care and support needs and a duty to recognise and report abuse. They may not have specific organisational responsibility or statutory authority to intervene. This includes elected members.</p>	<ol style="list-style-type: none"> 1. Understand what Safeguarding is and their role in safeguarding adults and children 2. Recognise an adult or child potentially in need of safeguarding and take action 3. Understand their responsibilities for raising a safeguarding concern (taking account of the person's wishes in the case of adult safeguarding) 4. Understand dignity and respect when working with individuals 5. Have knowledge of policy and procedures that support safeguarding adults/children activity 6. Understand basic principles of information sharing
Level 1	<p>Safeguarding Adults and Children Alerter Workshop</p> <p>½ day</p>	<p>All staff and volunteers in any role working in all organisations providing services to adults, children and families across all sectors.</p> <p><i>Refresh after three years</i></p>	<p>Staff Group A: Members of this group have contact with adults with care and support needs and a duty to recognise and report abuse. They may not have specific organisational responsibility or statutory authority to intervene. This includes elected members.</p>	<p>As above</p>
Level 2	<p>Safeguarding Adults Principles and Practice</p> <p>1 day</p>	<p>All staff and volunteers <i>directly involved in the care, support or treatment of adults in agencies providing services to adults or children across all sectors</i></p>	<p>Staff Group B This group has considerable professional and organisational responsibility for safeguarding adults. They have to be able to act on concerns and contribute appropriately to local and national policies, legislation and procedures. This group needs to work within a multi-agency context.</p>	<p>As above plus:</p> <ol style="list-style-type: none"> 7. Demonstrate skills and knowledge to contribute effectively to the safeguarding process 8. Awareness and application of a range of local and national policy and procedural frameworks when undertaking safeguarding activity 9. Ensure adults at risk and their representatives are supported appropriately to understand safeguarding process and that the voice of the person is central to the safeguarding response 10. Understand the need to preserve evidence 11. Understand when to use emergency services to Safeguard adults 12. Maintain accurate, complete and up-to-date records
Level 2	<p>Safeguarding Adults Principles and Practice Refresher</p> <p>½ day</p>	<p>Within 2 years of undertaking the above Principles and Practice course. Applicants must have completed the Principles and Practice course at least once before attending this course.</p>		

		<i>Refresh every two years.</i>		13. Develop required level of skills and knowledge to contribute to a Safeguarding Adults enquiry
Level 3	Safeguarding Adults - Managers Response ½ day	All managers of staff and volunteers directly involved in the care, support or treatment of adults in all agencies across all sectors. <i>Refresh every two years.</i>	Staff Group C This group is responsible for ensuring the management and delivery of Safeguarding Adults services is effective and efficient. In addition they will have oversight of the development of systems, policies and procedures within their organisation to facilitate good working partnerships with other agencies to ensure consistency in approach and quality of service	As above plus: 14. Actively engage in supporting a positive multi-agency approach to safeguarding Adults 15. Support the development of robust internal systems to provide consistent, high quality Safeguarding Adults service 16. Ensure recording systems are robust and fit for purpose 17. Appropriately manage any concern raised by a member of their staff, adult at risk or anyone else 18. Appropriately support staff and service users who report concerns 19. Demonstrate an awareness of the need to promote working practices which minimise the risk of abuse (<i>prevention</i>) 20. Contribute effectively to Strategy Discussions and Meetings 21. Carry out effective risk assessments and any other tasks allocated at Strategy Meetings
Level 4/5	Safeguarding Adults - Co-ordinating and Carrying out Safeguarding Enquiries - Level 4/Level 5 2 days plus additional day for Managers	Days 1 & 2 Mandatory for social workers in ASC and recommended for community nurses and health professionals who may be required to carry out safeguarding enquiries. <i>Refresh every two years.</i> Day 3 This course is mandatory for Team Managers, Senior Practitioners and Service Managers within	Staff Group C This group is responsible for ensuring the management and delivery of Safeguarding Adults services is effective and efficient. In addition they will have oversight of the development of systems policies and procedures within their organisation to facilitate good working partnerships with allied agencies to ensure consistency in approach and quality of service Staff Group D This group is responsible for ensuring that there is a robust multi-agency response to safeguarding concerns and to ensure plans are	As above plus: 22. Actively engage in supporting a positive multi-agency approach to safeguarding Adults 23. Demonstrate an ability to carry out effective enquiries with relevant partner agencies e.g. Police, NHS, CQC, care providers 24. Communicate effectively with partner agencies and share information appropriately to ensure the immediate safety of individuals 25. Undertake robust risk assessments 26. Develop a comprehensive knowledge of Safeguarding Adults legislation, Human Rights Legislation and Safeguarding Policy 27. Good knowledge of Making Safeguarding Personal 28. Skilled and competent in having difficult conversations with adults at risk and their representatives to ensure that the wishes of the adult are central to the safeguarding enquiry and the safeguarding plan, where required As above plus: 29. Co-ordinate effective joint enquiries in consultation with relevant partner agencies in the MASH and others e.g. Care providers, CQC, NHS Trusts, Police Vulnerable Persons Unit

<p>Level 5</p>	<p>Managers Safeguarding Forum ½ day</p>	<p>Adult Social Care (ASC) and recommended for Team Managers/ Deputy Team Managers from the Community Mental Health Teams. It is also recommended for Safeguarding Leads from the CCG and NHS provider services. <i>Refresh every two years.</i></p> <p>Mandatory for Team Managers, Snr Practitioners and Service Managers within ASC and recommended for Team Managers/ Deputy Team Managers from the Community Mental Health Teams. It is also recommended for Safeguarding Leads from the CCG and NHS provider services.</p> <p><i>ASC Managers are required to attend a minimum of 2 sessions per year</i></p>	<p>in place to protect individuals when required. These staff are fully committed to safeguarding adults and have in place appropriate systems and resources to support this work in an intra and inter agency context</p>	<ol style="list-style-type: none"> 30. Co-ordinate effective joint enquiries in consultation with the adult at risk and/or their representative 31. Chair Safeguarding Adults meetings 32. Support the development of robust internal systems to provide consistent, high quality Safeguarding Adults service 33. Direct professionals to undertake Safeguarding enquiries giving clear rationale for decisions taken 34. Co-ordinate clear strategies for the immediate protection of adults at risk in consultation with them and their representatives 35. Provide clear closing strategies for incidents and ensure that appropriate Safeguarding Plans are in place with arrangements for Review 36. Have an awareness of national and local policy development and learning from national and local case reviews
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9. Training and Development Needs

The Safeguarding Adults Unit will review the current training and development offer, see section 6, on an annual basis. The Merseyside Safeguarding Adults Board requires assurance that partner agencies work together to ensure that all staff are competent in recognising and responding to safeguarding concerns.

New starters in Social Care must attend the council's **Corporate Induction** and access the Safeguarding Adults and Children e-learning modules on the Intranet at [KMBC E-learning](#). All training needs will be highlighted and discussed with the employee and their manager during the Council's Annual Performance Review and Development meetings and also within regular supervision sessions held throughout the year.

All organisations providing services to adults should ensure that Induction arrangements are in place which include core information about safeguarding adults and children. Additional training needs should be discussed during supervision.

10. Learning Opportunities

Details of the Knowsley Safeguarding Multi-agency Training Programme can be found at Appendix 1 of this Strategy.

In addition to the multi-agency training Appendix 1 also contains details of Workshops on the Criteria for Safeguarding, Lessons Learnt Workshops, e-learning courses and links to useful websites.

Information about training opportunities offered by the Knowsley Safeguarding Children Board can be found at Appendix 2.

A programme of 7 minute and 60 minute briefings will also be delivered to provide information and updates on national and local safeguarding developments and related issues.

Joint training with KSCB

The Knowsley Safeguarding Adults Unit will work in collaboration with the Knowsley Safeguarding Children Board to identify areas of overlap where joint training may be of benefit to stakeholders in common areas such as domestic abuse, safer recruitment, sexual exploitation and learning from serious incidents in order to provide improved protection for both adults and children.

11. Quality Assurance and Evaluation

The Knowsley Safeguarding Adults Unit will review the Training Programme annually to ensure that it is effective in supporting and developing good practice.

Training is quality assured by direct observation and feedback to trainers and is evaluated by post course questionnaires completed by course participants after the training has taken place.

Equality and diversity issues and the role of discrimination in supporting abuse and neglect is integrated into training courses.

All Multi-agency training meets the relevant national occupational standards for all of the target audience.

12. How to Apply for Training

Participants should discuss the training need with their line manager and then e-mail the following details:

Delegate Name

Job title

Name of organisation

Current workplace, including the full address

Manager's email address

To: workforce.developmentteam@knowsley.gov.uk

Participants and their manager will receive an e-mail confirmation and joining instructions for the course.

13. Charging Policy and Cancellation

All Knowsley training courses are currently free of charge to staff and volunteers working within the Knowsley area.

In the event that any applicant is unable to attend training on the day (due to unforeseen circumstances) we would appreciate a courtesy call or email to Knowsley's Workforce Development Team to log your non-attendance.

If participants **do not** notify Knowsley's Workforce Development Team of any non-attendance prior to the commencement of a course, the employing agency may be charged.

Please note that a senior manager in the organisation may be notified if an applicant does not attend a course without sending apologies.

An appropriate replacement may be sent in place of the absent applicant.

For cancellation of booking please email:

To: workforce.developmentteam@knowsley.gov.uk

Or telephone **0151 443 2085**.

Appendix 1

Multi-agency Safeguarding Adults Training opportunities

Safeguarding Children and Adults Alerter Workshop – Level 1

Duration: Half Day Workshop

This workshop is delivered by AftaThought Training Consultants and includes scenarios of adult/child abuse using actors. The aim of the workshop is to promote the message that whether you work with adults or with children it is the responsibility of all individuals to recognise and report abuse. The workshop considers barriers to whistle-blowing and addresses how these can be overcome.

Who should attend: Staff Group A

This workshop is recommended for all staff and volunteers in any role in all organisations providing services to adults, children and families within a 4 month period of appointment. Staff Group A (members of this group have a responsibility to contribute to safeguard adults, but do not have specific organisational responsibility or statutory authority to intervene) Refresh is required every 3 years.

Pre course requirements:

There will be a pre course requirement to have safeguarding included in an induction with staff beforehand; this could be as wide ranging as discussions with line manager, receipt of Alerters Card, Induction Standards, Induction Booklet or e learning. Staff should know where they can access a copy of the **Safeguarding Adults/ Safeguarding Children's Policies and Procedures**. In signing the application form, the line manager will be confirming that their staff have undergone some pre course induction in safeguarding.

Learning Outcomes: (1 - 6 of Safeguarding Adults Capability Framework)

At the end of this activity, participants will be able to:

- Understand what Safeguarding is and their role in safeguarding adults and children
- Recognise an adult or child potentially in need of safeguarding and take action
- Understand their responsibilities for reporting a safeguarding concern (taking account of the person's wishes in the case of adult safeguarding – making safeguarding personal)
- Understand dignity and respect when working with individuals
- Have knowledge of policy and procedures that support safeguarding adults/children activity
- Understand basic principles of recording and information sharing

Facilitator: AftaThought Training Consultants

Places: 150 (per session)

Booking Information: Please use workforce development team link to book a place on this course: workforce.developmentteam@knowsley.gov.uk

Safeguarding Adults Principles and Practice - Level 2

Duration: One Day

Who should attend: Staff Group B

It is mandatory for staff and volunteers who are directly involved in the care, support or treatment of adults in all agencies providing services to adults or children across all sectors to attend this course within 6 months of appointment and attend a refresher course every 2 years to update their knowledge and skills.

This group will have considerable professional and organisational responsibility for safeguarding adults and be able to act on concerns and contribute appropriately to local and national policies, legislation and procedures.

Pre course requirements:

Staff attending this course should read and be familiar with **Knowsley's Multi-agency Policy and Procedures to protect adults from abuse** and should have attended **Safeguarding Children and Adults Alerter Workshop**.

Learning Outcomes: (7 - 13 of Safeguarding Adults Capability Framework)

At the end of this activity, participants will be able to:

- Demonstrate skills and knowledge to contribute effectively to the safeguarding process
- Awareness and application of a range of local and national policy and procedural frameworks when undertaking safeguarding activity
- Ensure adults at risk and their representatives are supported appropriately to
 - understand safeguarding process and that the voice of the person is central to the
 - safeguarding response
- Understand the need to preserve evidence
- Understand when to use emergency services to safeguard adults
- Maintain accurate, complete and up-to-date records
- Develop required level of skills and knowledge to contribute to a safeguarding
 - adults enquiry

Facilitator: Independent Training Consultant

Places: 20 (per session)

Booking Information: Please use workforce development team link to book a place on this course: workforce.developmentteam@knowsley.gov.uk

Safeguarding Adults Principles and Practice Refresher - Level 2

Duration: Half day

Who should attend: Staff Group B

It is mandatory for staff and volunteers who are directly involved in the care, support or treatment of adults in all agencies providing services to adults or children across all sectors to attend this course within 6 months of appointment and attend a refresher course every 2 years to update their knowledge and skills.

This group will have considerable professional and organisational responsibility for safeguarding adults and be able to act on concerns and contribute appropriately to local and national policies, legislation and procedures.

Pre course requirements:

Staff attending this course should read and be familiar with **Knowsley's Multi-agency Policy and Procedures to protect adults from abuse** and should have attended **Safeguarding Children and Adults Alerter Workshop**.

Learning Outcomes (7 - 13 of Safeguarding Adults Capability Framework)

At the end of this activity, participants will be able to:

- Demonstrate skills and knowledge to contribute effectively to the safeguarding process
- Awareness and application of a range of local and national policy and procedural frameworks when undertaking safeguarding activity
- Ensure adults at risk and their representatives are supported appropriately to understand safeguarding process and that the voice of the person is central to the safeguarding response
- Understand the need to preserve evidence
- Understand when to use emergency services to safeguard adults
- Maintain accurate, complete and up-to-date records
- Develop required level of skills and knowledge to contribute to a safeguarding adults enquiry

Facilitator: Independent Training Consultant

Places: 20 (per session)

Booking Information: Please use workforce development team link to book a place on this course: workforce.developmentteam@knowsley.gov.uk

Safeguarding Adults Manager's Response - Level 3

Duration: One day

Who should attend: Staff Group B

This course is mandatory for all managers and supervisors who are directly responsible for staff and volunteers involved in the care, support or treatment of adults in all agencies across all sectors, within 1 year of appointment. Staff are advised to update their knowledge and skills every 2 years.

Pre course requirements:

Managers attending this course should be familiar with **Knowsley's Multi-agency Policy and Procedures to protect adults from abuse.**

Learning outcomes: (14 - 21 of Safeguarding Adults Capability Framework)

At the end of this session, participants will be able to:

- Actively engage in supporting a positive multi-agency approach to safeguarding Adults
- Support the development of robust internal systems to provide consistent, high quality Safeguarding Adults service
- Ensure recording systems are robust and fit for purpose
- Appropriately manage any concern raised by a member of their staff, adult at risk or anyone else
- Appropriately support staff and service users who report concerns
- Demonstrate an awareness of the need to promote working practices which minimise the risk of abuse (*prevention*)
- Contribute effectively to Strategy Discussions and Meetings
- Carry out effective risk assessments and any other tasks allocated at Strategy Meetings

Facilitator: Independent Training Consultant

Places: 20 (per session)

Booking Information: Please use workforce development team link to book a place on this course: workforce.developmentteam@knowsley.gov.uk

Co-ordinating and Carrying out Safeguarding Enquiries – Children & Adults Social Workers/Community Nurses - Level 4/Level 5

Duration: Two day course plus additional day for Team Managers

Who should attend: Staff group C

This course is mandatory for social workers (minimum 2 years post qualifying experience), Senior Practitioners and Team Managers. It is mandatory that social workers, Senior Practitioners and Team Managers attend every two years to refresh their knowledge.

The course is recommended and highly relevant for community nurses (minimum 2 years post qualifying experience), Deputy Team Managers and Team Managers from the Community Mental Health Teams who may be required to carry out or supervise Safeguarding enquiries. It is also recommended for Safeguarding Leads from the CCG and NHS provider services.

Purpose of the training:

To understand process and roles, linked to legal and professional frameworks, alongside the research that helps inform the service user perspective, notably Making Safeguarding Personal guidance and relevant national research (e.g. Preston-Shoot et al 2017).

Pre course requirements:

Participants will have a sound knowledge of Knowsley's multi-agency policy and procedures to safeguard adults from abuse and neglect.

Day 1 and Day 2

Learning Outcomes (includes 22 - 28 of Safeguarding Adults Capability Framework)

At the end of this session, participants will be able to:

- Actively engage in supporting a positive multi- agency approach to safeguarding Adults
- Demonstrate an ability to carry out effective enquiries with relevant partner agencies and recognise the duty under S.42 of the Care Act 2014 as it relates to safeguarding and also the supporting Statutory Guidance
- Have an awareness of the need for good planning, joint work/communication with partner agencies and good record keeping
- Communicate effectively with partner agencies e.g. Police, NHS, CQC, care providers and share information appropriately to ensure the immediate safety of individuals
- Undertake robust safeguarding risk assessments
- Develop a comprehensive knowledge of Safeguarding Adults legislation: Care Act 2014, Mental Capacity Act 2005, Human Rights Act 1998 and Safeguarding Policy. Recognise the critical need to apply the provisions of the Mental Capacity Act – in particular Section 1 and the guiding principles where relevant
- Ability to have difficult conversations with adults at risk, or their representatives, to support them to achieve the outcomes they want from an enquiry - Making

Safeguarding Personal

- Ensure that the adult at risk is at the centre of the safeguarding process and has access to support e.g. Intermediary, Independent Mental Capacity Advocate, citizen advocacy, family representative
- Demonstrate skills and competence in having difficult conversations with adults at risk and their representatives to ensure that the wishes of the adult are central to the safeguarding enquiry and the safeguarding plan, where required

Day 3 - Managers (includes 29 - 35 of Safeguarding Adults Capability Framework)

- Co-ordinate effective enquiries in consultation with partner agencies in the MASH and others e.g. Police, NHS, CQC, care providers, in line with local policy and national guidance (Care Act Guidance/ Making Safeguarding Personal)
- Recognise the interface between the role of the local authority and that of the Police and consider strategies to ensure that dialogue and cooperation are maintained
- Direct professionals to undertake safeguarding enquiries giving clear rationale for decisions taken
- Chair Strategy Meetings/Case Conferences and co-ordinate clear strategies for protection in consultation with the adult at risk, their representatives and relevant partner agencies
- Provide clear closing strategies for incidents and ensure that appropriate Safeguarding Plans are in place with arrangements for review
- Demonstrate an awareness of when a forensic medical examination may be necessary, and if necessary, how to require such if no consent or permission is provided.
- Demonstrate an awareness of the Disclosure and Barring Service (DBS)
- Manage inter-agency conflict and challenge (escalation process)
- Have an awareness of national and local policy development and learning from national and local case reviews

Facilitator: Doug Feery Barrister

Places: 12 (per session)

Booking Information Please use workforce development team link to book a place on this course: workforce.developmentteam@knowsley.gov.uk

Managers Safeguarding Forum - Level 5

Duration: Half day

Dates: Quarterly

Who should attend: Staff Group D

This Forum is mandatory for Team Managers, Senior Practitioners and Service Managers within ASC and recommended for Team Managers/Deputy Team Managers from the Community Mental Health Teams. It is also recommended for Safeguarding Leads from the CCG and NHS provider services. ASC Managers should attend at least two of these Forums, facilitated by the Safeguarding Adults Unit, each year.

This group is responsible for ensuring their organisation is fully committed to safeguarding adults at all levels, and have in place appropriate systems and resources to support this work in an intra and inter agency context.

Pre course requirements:

Participants will have previously undertaken the **Safeguarding Adults Enquiries in Case Work Course** and will have a detailed knowledge of **Knowsley's Multi- agency Policy and Procedures** to protect adults from abuse.

Learning Outcomes: (36 of Safeguarding Adults Capability Framework)

At the end of this session, participants will:

- Have an awareness of national and local policy development and learning from national and local case reviews

Facilitator: Knowsley Safeguarding Adults Unit

Places: 30

Booking Information Please use workforce development team link to book a place on this course: workforce.developmentteam@knowsley.gov.uk

Additional Training Information.

Workshop - Criteria for reporting a Safeguarding Adults Concern

Duration: Half day
No of Places: 40
Facilitator: Knowsley Safeguarding Adults Unit
Who should attend: Staff Groups B, C and D

The Workshop provides an overview of the Guidance on reporting a Safeguarding Concern (*produced by Knowsley Safeguarding Adults Board April 2015*) to ensure that all staff and volunteers are clear about when to raise a safeguarding concern in respect of an adult with care and support needs.

Booking information: Please email the Safeguarding Adults Unit to book a place.

KnowsleySafeguarding.AdultsUnit@knowsley.gov.uk

Lessons Learnt Workshop

Duration: Half day
No of Places: 40
Facilitator: Knowsley Safeguarding Adults Unit
Who should attend: Staff Groups B, C and D

The Workshop provides an overview of the key themes arising from local incidents and reviews. The aim is to share learning across all partner organisations in order to improve future practice.

Booking information: Please email the Safeguarding Adults Unit to book a place.

KnowsleySafeguarding.AdultsUnit@knowsley.gov.uk

E-learning

1. Learning Pool

In partnership with Learning Pool you can access a wide range of flexible and cost-efficient training resources across a range of subjects to support council and service related objectives.

<http://knowsley.learningpool.com>.

Examples of Courses

- Safeguarding Adults
- Safeguarding Children
- Care Act 2014

- Equality & Diversity
- Mental Capacity
- Deprivation of Liberty Safeguards
- Self-neglect

2. Equality & Diversity

There is a half-day Equality and Diversity for social workers delivered by the Councils' Community Cohesion Manager. Please use workforce development team link to book a place on this course:

workforce.developmentteam@knowsley.gov.uk

3. Prevent/Channel

This offers an introduction to the Prevent duty, and explains how it aims to safeguard vulnerable people from being drawn in to supporting terrorism or becoming terrorists themselves.

This is introductory training. It will provide an important foundation on which to develop further knowledge around the risks of radicalisation and the role that you can play in supporting those at risk.

This e-learning has been developed by HM Government following consultation with a range of individuals and organisations. It has benefitted from the feedback of teachers, local authority officials, community-based groups, youth workers and many others.

In order to register and access the online modules click on the following link: follow the on screen self-registration instructions:

https://www.elearning.prevent.homeoffice.gov.uk/channel_awareness/02-overview.html

Training Films

A selection of short films on Safeguarding and other topics are available to download free of charge at the Social Care Institute for Excellence (SCIE) Social Care TV website at:

<http://www.scie.org.uk/socialcaretv/>

Useful information

Care Act 2014 - Safeguarding

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

ADASS - Making Safeguarding Personal Guidance

<https://www.adass.org.uk/making-safeguarding-personal-publicaitons/>

Social Care Institute for Excellence (SCIE)

<https://www.scie.org.uk/>

Appendix 2
Knowsley Safeguarding Children Board (KSCB) Training Priorities – Linked to Business Plan



Also on offer:

Compromised care (Toxic Trio) – Working Together to Safeguard Children – Working Together to Safeguard Children Refresher – 60 Minute Briefings – Joint Adults and Children Alert Training – Basic Drug Awareness – Brook Traffic Light Tool (Inappropriate and harmful sexual behaviours) - Recognising Child Sexual Abuse (tbc) – AIM Training – Policy and Protocol Launch

Other Online Modules: Hate Crime – Safer Recruitment – Adult Centred Courses

N.B Some courses will be specifically targeted at identified cohorts of staff and not available to everyone.

Booking information: Use the following links to access the KSCB website or KSCB Training Booking Portal:

<http://www.knowsleyscb.org.uk/multi-agency-training/>

<https://kscbtraining.knowsley.gov.uk/>