

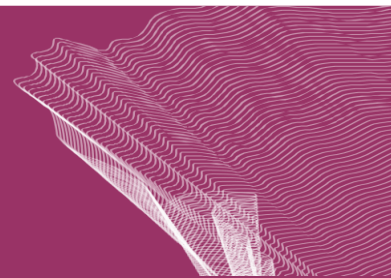
ROTHERHAM SAFEGUARDING ADULTS BOARD

# TRAINING PROSPECTUS

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 (RSAB) core training programme of courses and e-learning modules for staff, managers, and volunteers on local policy, procedures, and professional practice.

## **Training Levels**

Rotherham Safeguarding Adults Board 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**

This is the minimum level of competence required of all staff and volunteers working in Health and/or Social Care organisations.

### **Level 2 Training**

This 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, Members of the Public, Frontline Managers, Social Care Provider Service Managers, Administrators for Safeguarding Teams, Health Students, Phlebotomists, Pharmacists, Emergency Services Communications Contact Centre, 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**

This is for 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.

### **Level 4 and 5 Training**

This is for named Safeguarding Adult leads (Nurse, GP, Social Worker), Designated Professionals (Nurse, Consultant) and Rotherham Safeguarding Adults Board members.

## Training Attendance and Non-Attendance

The Rotherham Safeguarding Adults Board **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 course cancellations.

### Administration

Rotherham Council's Adult Care, Housing and Public Health's Learning and Development Team administer the core training programme and may be contacted by email [adults.workforcehub@rotherham.gov.uk](mailto:adults.workforcehub@rotherham.gov.uk).

### Course Calendar

A calendar of scheduled courses is published at [www.rsab.org.uk](http://www.rsab.org.uk).

### Course Bookings

Course bookings should be made prior to five working days before the course start date. It may not be possible to accommodate booking requests made after this point.

Rotherham Council employees should book using [www.hrsc-yourhr.co.uk](http://www.hrsc-yourhr.co.uk). Staff from other organisations should complete the Course Booking Form <https://forms.office.com/e/cP9CSpzPRs> and submit by email to [adults.workforcehub@rotherham.gov.uk](mailto:adults.workforcehub@rotherham.gov.uk).

### E-Learning

Existing Virtual College users can access courses via the Learning page search facility. For new users or access queries, please contact [adults.workforcehub@rotherham.gov.uk](mailto:adults.workforcehub@rotherham.gov.uk).

## Other Learning

- ➔ Association of Directors of Adult Social Services Event
- ➔ Learning from Practice Briefings
- ➔ Rotherham SAB Specialist Interest Training Programme
- ➔ Safeguarding Awareness Week Conferences and Workshops
- ➔ South Yorkshire Safeguarding Training Consortium Courses/ Conferences.

## Further Information

- ➔ Please contact [adults.workforcehub@rotherham.gov.uk](mailto:adults.workforcehub@rotherham.gov.uk)

## List of Courses and E-Learning

### Level 2 Safeguarding Adults

- ➔ Method of Delivery: E-Learning
- ➔ Duration: 60-120 Minutes (1-2 Hours)
- ➔ Eligibility: Level 2

#### Aim

This module will provide learners with Safeguarding Adults Awareness training. This includes recognition and reporting of abuse and neglect with respect to your local procedures and responsibilities.

#### Objectives

1. To understand what Safeguarding is and your role in Safeguarding Adults at risk.
2. Recognise an adult potentially in need of Safeguarding and take action.
3. To understand the procedure for raising a Safeguarding concern.
4. To understand dignity and respect when working with Adults.
5. To have knowledge of policies, procedures, and legislation that supports Safeguarding Adults activity.

### Awareness of Domestic Violence and Abuse Training

- ➔ Method of Delivery: E-Learning
- ➔ Duration: 60 Minutes (1 Hour)
- ➔ Eligibility: 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

1. To explain what Domestic Violence and Abuse is and identify who is at risk.
2. To describe the Physical and Psychological effects of Domestic Violence and Abuse.
3. To classify the behaviours displayed by an abusive person.
4. Explain the impact of Domestic Violence, Abuse on Children, Young People, and Adults.
5. To describe best practices for supporting those experiencing Domestic Violence.

## Self-Neglect

- ➔ Method of Delivery: E-Learning
- ➔ Duration: 60 Minutes (1 Hour)
- ➔ Eligibility: Level 2

### Aim

This course will help participants to understand self-neglect.

### Objectives

1. To define self-neglect.
2. To explain the different manifestations of self-neglect and how to detect it.
3. To know how to use a Mental Capacity Act assessment.

## Safeguarding Adults: Raising a Concern

- ➔ Method of Delivery: Course
- ➔ Duration: 180 Minutes (3 Hours)
- ➔ Eligibility: 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

1. To demonstrate what constitutes an adult at risk or experiencing abuse or neglect.
2. To describe what is meant by abuse and neglect.
3. To be knowledgeable of your local processes for Safeguarding Adults.
4. To apply duty of care to adults at risk and duty to report Safeguarding Adults concerns.
5. To demonstrate an understanding of how to ensure immediate safety and maintain confidentiality.
6. To have the ability to outline the processes for informing the appropriate person of Safeguarding Adults concerns.
7. To have awareness of and confidence in using 'Whistleblowing' policies and procedures.
8. To know how to access the South Yorkshire Principles and Approaches.
9. To know how to access national and local Safeguarding Adult's procedures and guidance.
10. To understand Local Safeguarding Adult's policy, procedure, and systems.
11. To reinforce good case recording.

## Self-Neglect and Hoarding (Level 2)

- ➔ Method of Delivery: Course
- ➔ Duration: 180 Minutes (3 Hours)
- ➔ Eligibility: 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**

1. To understand the characteristics of Self-Neglect and Hoarding behaviours.
2. To understand the causes of Self-Neglect and Hoarding behaviours.
3. To be aware of the legislation in relation to Self-Neglect and Hoarding.
4. To know how to assess an individual's capacity under the Mental Capacity Act (2005)
5. To understand when Self-Neglect and/or Hoarding becomes Safeguarding
6. To be aware of the Local policy and procedures for Self-Neglect and Hoarding.

## **Self-Neglect and Hoarding (Level 3)**

- ➔ Method of Delivery: Course
- ➔ Duration: 360 Minutes (6 Hours)
- ➔ Eligibility: Level 3

## **Aim**

To support staff to action plan for working with individuals who present with risks of self-neglect and risks of hoarding.

## **Objectives**

1. Understand and apply legislative frameworks, local policy, procedures, national guidance.
2. Understand national and local frameworks for the assessment of risk and management.
3. To be able to contribute to inter-agency assessments to undertake an assessment of risk.
4. To know how to share information appropriately, taking into consideration confidentiality and data protection issues and record decisions made.
5. To be aware of resources and services available within agencies, including the voluntary sector, to support individuals and their family.
6. To be able to act proactively to reduce the likelihood of harm.
7. To be able to communicate effectively with adults to recognise and to ensure those lacking capacity to make a particular decision or with communication needs have opportunity to participate in decisions affecting them.
8. To understand and apply the clutter scale.
9. To be able to contribute to/formulate and communicate effective Safeguarding plans.
10. To understand when a lifestyle choice becomes a Safeguarding issue.
11. To understand the application of capacity in relation to Self-Neglect.
12. To apply lessons from local Safeguarding Adult Reviews.

## Trafficking and Modern Slavery

- ➔ Method of Delivery: Course
- ➔ Duration: 180 Minutes (3 Hours)
- ➔ Eligibility: Level 2

### Aim

This course will help participants to understand Human Trafficking and the concept of Modern Slavery and its various forms.

### Objectives

1. To define/explain the meaning of Adult-Child Trafficking, Human Exploitation, and MS.
2. To be aware of and make sure to respect the rights of victims of Human Trafficking and MS.
3. To 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.
4. To understand County Lines.

## Provider Services Manager Roles in Safeguarding Adults (Domiciliary Care)

- ➔ Method of Delivery: Course
- ➔ Duration: 360 Minutes (6 Hours)
- ➔ Eligibility: Level 3 (Adult Care Only)

### Aim

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

### Objectives

1. To confidently make decisions to make a Safeguarding Adult concern.
2. To describe the legal framework for Safeguarding, consent, and capacity.
3. To describe the purpose of a Section 42 enquiry and their role within this.
4. To describe the impact on recruitment, staff management and workforce development.
5. To understand the roles and responsibilities of Provider Services in the whole Safeguarding.
6. To explain the role of regulators and contracts in the Safeguarding process.
7. To describe the role and responsibilities of the Disclosure and Barring Service.
8. To describe the Provider Manager's role and responsibilities throughout the Section 42 enquiry including on-going and/or further enquiries.

## Undertaking Enquiries and Making Safeguarding Personal

- ➔ Method of Delivery: Course
- ➔ Duration: 720 Minutes (12 Hours)
- ➔ Eligibility: Level 3 (Level 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

1. To detail the core principles of Adult Safeguarding in the Care Act.
2. To outline the key legislation and guidance relevant to Adult Safeguarding.
3. To apply the three-stage criteria to a range of Safeguarding concerns and evaluate the responsibilities of workers and organisations raising Safeguarding concerns.
4. To 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.
5. To describe the best practice principles in delivering person centred Safeguarding support.
6. To outline the Safeguarding journey – exit points and timelines.
7. To explain how to manage the Safeguarding enquiry and produce a high-quality report.
8. To be equipped with the necessary knowledge to document Safeguarding Adult's records and forms in accordance with the local policy and procedure and relevant internal guidance.
9. To understand and use all aspects of the local policy and procedures and what is required to make effective Safeguarding Adult's enquiries.
10. To 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.
11. To be competent in making Safeguarding personal and the interface with positive risk taking and complex case management.
12. To understand the Caused Enquiries process.

## Safeguarding Adults Manager Training

- ➔ Method of Delivery: Course
- ➔ Duration: 360 Minutes (6 Hours)
- ➔ Eligibility: Level 3 (Level 4 – Health)

### Aim

This course will equip Safeguarding Adult's Managers with the required knowledge and skills to apply to practice throughout the enquiry.

### Objectives

1. To demonstrate ability to manage cases through Safeguarding Adult processes.
2. To show ability to co-ordinate Safeguarding Adult enquiries.
3. To promote outcome focused Safeguarding Adult practice and decision making.
4. To demonstrate knowledge of other processes that can assist with exiting Safeguarding and be more appropriate to the situation reported.
5. To provide support and supervision to staff, volunteers, and managers with Safeguarding Adult concerns.
6. To demonstrate the appropriate involvement of the adult at risk, family, advocate, witnesses, and source of harm.
7. To demonstrate the knowledge of best practice in convening and chairing Safeguarding Adult's meetings.

## Chairing Complex Meetings

- ➔ Method of Delivery: Course

- ➔ Duration: 360 Minutes (6 Hours)
- ➔ Eligibility: Level 3 (Level 4 - Health)

### **Aim**

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

### **Objectives**

1. To understand the responsibilities of the chair in managing the flow of meetings, promoting individual contributions, and encouraging creativity.
2. To understand how to plan meetings more effectively to better facilitate the decision making process.
3. To understand how to minimise attendees' behaviours that can lead to unproductive meetings.
4. To understand and apply skills and techniques to assist the meeting in achieving its aims and outcomes and overcome meeting challenges.
5. To understand how to chair Section 42 Safeguarding Adult's meetings to best practice standards.

## **Working Together to Safeguard Adults**

- ➔ Method of Delivery: Course
- ➔ Duration: 960 Minutes (16 Hours)
- ➔ Eligibility: Level 3
- ➔ This course is organised by the South Yorkshire Safeguarding Adults Training Consortium

### **Aim**

This 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 focus on:

1. Concerns Raised (Three-point Test, Thresholds, Screening In-Out)
2. Face to Face Meetings (Purpose and Paperwork)
3. Planning Meetings (Multi-Agency, Planning, Making Safeguarding Personal)
4. Section 42 Enquiries (Including Mate/Hate Crimes, Duress and Coercion, Modern Slavery, and Honour-Based Violence).
5. Enquiry Reports
6. Outcome Meetings and Independent Chairs

## **Professional Curiosity/Making Safeguarding Personal**

- ➔ Method of Delivery: Course
- ➔ Duration: 360 Minutes (6 Hours)
- ➔ Eligibility: Level 3
- ➔ This course is delivered by trainers from across the Safeguarding Partnership who have completed the train the trainer session with Kate Spreadbury.

## Aim

This course has been designed by Kate Spreadbury, an independent social worker specialising in Adult Safeguarding. The aim of this session is to train colleagues on being professionally curious at all times.

## Objectives

1. To understand the definition of Professional Curiosity.
2. To understand how Professional Curiosity is important throughout all roles.
3. To understand how Professional Curiosity is a strength based approach.
4. To determine what a Professionally Curious Practitioner does.
5. To understand Respectful Uncertainty and Safe Uncertainty.
6. To determine the barriers of Professional Curiosity.
7. To understand Biases.
8. To understand and use the provisions of the Mental Capacity Act.
9. To learn how to make relationships via Listening and Empathy.
10. To understand the importance of Trauma.

