



Rotherham Safeguarding Adults Board (RSAB)

Training Plan 2017–2018



Contents

Introduction	2	New development needs	5
Purpose	2	Training schedule	5
Training approach	2	Training programme administration	5
Training levels and job roles	3	Training Plan review	5
Development of the Training Plan and review	3	Appendices	
Training methods	3	Appendix A – Training levels	6
Training attendance and non-attendance	4	Appendix B – Course penalty fees and non-attendance extenuating circumstances	7
Core training programme	4	Appendices C – J – Core training programme outlines	8 -15

Introduction

The Care Act 2014 requires that Rotherham's Safeguarding Adults Board (RSAB) ensures that relevant partners provide training for their staff and volunteers on policy, procedures and local professional practice which reflects their roles and responsibilities in safeguarding adults' arrangements. Furthermore, the RSAB is also responsible for the impact of training carried out and the analysis of future need.

RSAB's Training Sub-Group provides the strategic leadership for the delivery of multi-agency and specialist training and for maintaining an overview of the standards and content of safeguarding adults training and compliance. The Sub-group have developed a Training Strategy 2017-2020 and this Training Plan to lead and manage training arrangements across Rotherham. The Strategy sets out the vision, goals and principles for training and how these will be taken forward. This Plan now supports and drives forward the Training Strategy's goal: to achieve a confident and capable workforce equipped with the knowledge, skills and expertise to fulfil their job roles.

Purpose

The purpose of this Training Plan is to give details of a rolling programme of supportive multi-agency and specialist training opportunities for staff, managers and volunteers on local policy, procedures and professional practice, so that adults across Rotherham are protected from abuse and neglect and their wellbeing is promoted.

Training approach

Managers within each RSAB partner agency are responsible for supporting staff or volunteers to identify both their personal or job related training needs, for ensuring relevant training is undertaken, for assessing competence post-training, and monitoring and evaluating the impact of training back in the workplace.

Workers and volunteers are responsible for contributing towards identifying training needs, for attending training and applying and evaluating it back in the workplace, and for providing evidence for assessment of competence post-training against professional competences.

Where training or development needs are established these may be met by training/retraining or met by alternative methods such as coaching, on-line learning, shadowing more experienced workers and other development opportunities.

Managers should hold pre-training discussion with learners to explore what will be learnt and how this applies to their job role. This should be followed by post course discussion to review the effectiveness of the training, guided by relevant national competences, including:

- Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) – (note: currently under review)
- National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015).

Training levels and job roles

RSAB recognises 5 different levels of training:

- Level 1, this training is the minimum level of competence required of all staff/volunteers working in a health and/or social care organisations.
- Level 2, 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 public.

- Level 3, this training is for all staff who regularly contribute to or undertake safeguarding adult's enquiries/investigations of adults at risk of harm.
- Level 4 and 5, this training is for Named Safeguarding Adults Leads, Designated Professionals and RSAB members.

These training levels are explained more fully in Appendix A.

Development of the Training Plan and review

The Training Plan has undergone four stages of development. Firstly, the Training Sub-group received from partner agencies their identified training needs relating to multiagency and/or specialist training. These were analysed leading to the determination and setting of agreed training priorities and outcomes. This was undertaken in conjunction with reviewing developments in legislation, policy and/or practice for their training implications and incorporation into the training programme.

Secondly, the existing training provision was reviewed and refreshed. From these two stages the core training programme has been created - see below.

Thirdly, procurement decisions - determined by available resources and budgets, the size of the learning population, the training needs of the workforce, the required timing of the training and training method, and the need to achieve best value/quality – were applied.

Finally, contracted training providers will be subject to a quality assurance framework that is used to review the content, delivery and style of the training delivered, assess the effectiveness of the training and the extent to which learner needs were met, and justify the return on investment in training.

Training methods

The RSAB will support a wide range of training methods in order to ensure flexibility and maximise opportunity to meet identified needs and, importantly, utilise resources that are provided from organisations such as Skills for Care or e-learning for Healthcare. These will be used according to sector, job role, individual need, learning styles, available resources and pressure of time. Training methods include: conferences and seminars, self-directed learning, short courses and workshops, blended learning, peer learning, leaflets, and e-learning.

Training attendance and non-attendance

RSAB expects full attendance on its training courses where a booking has been made by an individual worker or their employer. It recognises however that there will - from time-to-time - be adverse circumstances that prevent a learner from attending a training course either on the day of the course or in the days immediately before. Where non-attendance occurs, RSAB will apply a penalty fee; this will be waived in extenuating circumstances.

Appendix B gives details of course penalty fees and non-attendance extenuating circumstances.

Core training Programme

At Level 1 individual organisations may provide their own training to meet the learning outcomes and competences at this level. Training programmes may comprise a leaflet or workbook such as the Safeguarding Adults Workbook that is available as part of the Care Certificate from Skills for Care.

Level 2 comprises an e-learning course or a classroom taught course. RSAB recognises e-learning courses available via Rotherham MBC hosted by Virtual College or courses available from e-Learning for Healthcare. The taught course is Safeguarding Adults: raising a concern, a half-day course. Individual organisations may also provide their own training to meet the learning outcomes and competences at this level.

Level 3 comprises only taught training courses. These courses are:

- Provider Service Manager Roles in Safeguarding Adults (domiciliary care managers and care home managers)
- Section 42 enquiry Form 1 and 2
- Section 42 ongoing enquiries (safeguarding investigations)
- Section 42 Safeguarding Adults Manager Training
- Chairing Section 42 Outcome Meetings.

Level 4 and 5 comprises away-days, workshops and/or conferences organised in-year. Levels 4 and 5 are likely to address emergent training needs in-year that may subsequently impact on lower levels of training.

Core training programme outlines including learning outcomes, competences, and training refresher requirements are given in Appendices C to J.

New development needs

The training needs analysis has identified the following new/emergent training needs. Work is currently underway to support:

- Communications skills/tools
- Modern slavery
- Family group conferencing
- Self-neglect
- Making Safeguarding Personal (MSP).

Training Schedule

A planned number of training courses is scheduled to run throughout the year, 2017-18, as follows:

- 40 x Safeguarding Adults: raising a concern
- 5 x Provider Service Manager Roles in Safeguarding Adults (domiciliary care managers and care home managers)
- 5 x Section 42 enquiry Form 1 and Form 2
- 4 x Section 42 ongoing enquiries (safeguarding investigations)
- 3 x Section 42 Safeguarding Adults Manager Training
- 1 x Chairing Section 42 Outcome Meetings.

Additional training will be organised subject to demand and available resources.

Training Programme Administration

The Training Programme is administered by the Council's Directions team. The team publish a training calendar that gives up to date information on all scheduled courses.

This team receives course bookings and issues joining instructions to delegates and maintains a record of course attendance. Council employees are able to self-book onto the courses; all other bookings should be made in writing using e-mail in the first instance to directions@rotherham.gov.uk. Where customers do not have access to e-mail a booking may be made by telephone on 01709 255903 to be subsequently confirmed by letter. Directions team also administer e-learning on the Council's e-learning platform.

Training Plan Review

The Training Plan is a working document that will be reviewed and updated as required throughout the year and refreshed annually.

Training levels

The table below describes the different training levels, gives indicative job roles for each level and outlines the refresher frequency as per **Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) and the Skills for Care for Adult Social Care workforce – Ongoing learning and development guide** recommended refresher frequency: Monitor performance; assess competence at least annually; provide learning and development opportunities when identified or required and at least annually.

Levels	Indicative job roles	Refresher frequency
Level 1: The minimum level of competence required of all staff/ volunteers working in public care services	<ul style="list-style-type: none"> All staff and volunteers 	<ul style="list-style-type: none"> Yearly across Health and Adult Social Care
Level 2: All staff/volunteers in regular contact with patients/service users, their families or carers or public. This is the minimum level of competence for all staff who hold a professional qualification as per organisation	<ul style="list-style-type: none"> Domestic and ancillary staff Drivers/transport staff Social Worker or Care Manager Allied health professionals Nurses (acute, community and practice) Health and Social Care Provider Service Managers Care workers Police Officer Frontline managers Safeguarding champions 	<ul style="list-style-type: none"> Health staff – 3 yearly Adult Social Care – yearly at least
Level 3: All staff who regularly contribute or undertake safeguarding adult’s enquiries/investigations of adults at risk of harm as per organisation	<ul style="list-style-type: none"> Social Workers Nurses (Continuing Health Care – Adult) Frontline managers Health and Social Care Provider Service Managers GP’s 	<ul style="list-style-type: none"> Health staff – 3 yearly Adult Social Care – yearly at least
Level 4: Named Safeguarding Adults Leads as per organisation	<ul style="list-style-type: none"> RSAB Health Members Named professionals (Nurse, GP, Social worker) 	<ul style="list-style-type: none"> Health staff only – 3 yearly
Level 5: Designated Professionals as per organisation	<ul style="list-style-type: none"> Designated professional (Nurse, Consultant) 	<ul style="list-style-type: none"> Health staff only – 3 yearly

Training Attendance and Non-attendance

The RSAB will not make a charge to learners for undertaking any of its training courses and it will not make a charge for a course withdrawal if 7 working days' notice or more is given and confirmed in writing.

The RSAB will make a charge at a rate of £50 for any course place cancelled at 6 working days' notice or less and £50 for non-attendance (no-show) at an event where the learner is in paid employment for an organisation. Unpaid carers and volunteers are exempt from these arrangements.

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

The cancellation fee and no-show fee will also be waived in extenuating circumstances, that is, where adverse circumstances arose that prevented a learner from attending a training course either on the day of the course itself or within the 7 working day cancellation period. These extenuating circumstances are limited to:

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

All charges are the responsibility of the employer and not the individual.

Non-payment of charges may result in future training places being withheld until payment is made.

The Training Sub-group is responsible for the resolution of any charging dispute which should in the first instance be made in writing by e-mail to **directions@rotherham.gov.uk**

Title:	Safeguarding Adults Leaflet / Workbook Notes / Other /	Level 1
Learning outcomes:	At the end of this training participants should be able to: <ul style="list-style-type: none"> • Recognise the symptoms of abuse or neglect, know how to respond and where to go for advice and assistance 	
Learning Method:	Leaflet / Workbook / Other	Pre-requisites: None
Learning Hours:	1 hour minimum	Refresher / Update timescale Yearly
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:		

Title:	Safeguarding Adults	Level 2
Learning outcomes:	<p>At the end of this course participants should be able to:</p> <ul style="list-style-type: none"> • Understand what safeguarding is and your role in safeguarding adults at risk • Recognise an adult potentially in need of safeguarding and take action • Understand the procedure for raising a safeguarding concern • Understand dignity and respect when working with adults • Have knowledge of policies, procedures and legislation that support safeguarding adults' activity 	
Learning Method:	On-line/e-learning	Pre-requisites: None
Learning Hours:	Approximately 1-2 hours. The length of time taken depends entirely on how quickly you can study and absorb the material. You can proceed as quickly or slowly as you like.	Refresher / Update timescale Yearly
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:	<p>This e-learning training course is for anyone who encounters adults at risk of abuse in the community, in a person's own home, in a hospital, in a day care or residential setting. This includes formal and informal carers, volunteers, health and social care professionals.</p>	

Title:	Safeguarding Adults: raising a concern	Level 2
Learning outcomes:	<p>At the end of this course participants should be able to:</p> <ul style="list-style-type: none"> • Understand what safeguarding is and your role in safeguarding adults at risk • Recognise an adult potentially in need of safeguarding and take action • Understand the procedure for raising a safeguarding concern • Understand dignity and respect when working with adults • Have knowledge of policies, procedures and legislation that support safeguarding adults' activity 	
Learning Method:	Classroom	Pre-requisites: Level 1
Learning Hours:	3-hours	Refresher / Update timescale: Health staff 3 yearly Adult Social Care yearly at least
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:	<p>This participative course is designed to provide detailed safeguarding adults awareness training including recognition and reporting of abuse and neglect with respect to local procedures and responsibilities. This training is designed to be delivered to all agencies and individuals involved in safeguarding adults including all employees and volunteers working in public, private and voluntary sector organisations.</p>	

Title:	Section 42 enquiry Form 1 & Form 2 (includes underpinning information and Making Safeguarding Personal - MSP for robust completion)	Level 3
Learning outcomes:	<p>At the end of this course participants should be able to:</p> <ul style="list-style-type: none"> • Recognise and describe the different types and patterns of abuse and neglect and the different circumstances in which abuse or neglect may take place • Describe the section 42 enquiry (concern, decision making meeting, ongoing enquiries, outcome meeting) and when this is instigated • Demonstrate information gathering, evidence preservation and the process of decision making • Develop skills and knowledge to effectively contribute to and co-ordinate a multi-agency response when working with allegations of abuse • Explore professional and personal implications on relationships with staff and service users as the result of a safeguarding concern or disclosure • Describe how the section 42 form 2 contributes to the decision making meeting • Apply the Section 42 duty of the Care Act following the recognition of a safeguarding concern • Proficiently complete a Section 42 Form 1 and Form 2 	
Learning Method:	Classroom	Pre-requisites: Level 1 & 2
Learning Hours:	6-hours	Refresher / Update timescale Health staff 3 yearly Adult Social Care yearly at least
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:	<p>This participative course is designed to provide detailed safeguarding adults awareness training including recognition and reporting of abuse and neglect with respect to local procedures and responsibilities. This training is designed to be delivered to all agencies and individuals involved in safeguarding adults including all employees and volunteers working in public, private and voluntary sector organisations.</p>	

Title:	Provider Service Manager Roles in Safeguarding Adults (Domiciliary care managers and care home managers)	Level 3 (Not for Health staff)
Learning outcomes:	<p>At the end of this course participants should be able to:</p> <ul style="list-style-type: none"> • Confidently make decisions to make a safeguarding adult concern • Describe the legal framework for safeguarding, consent, and capacity • Describe the purpose of a Section 42 enquiry and their role within this • Describe the impact of safeguarding on recruitment, staff management and workforce development • Understand the roles and responsibilities of provider services in the whole of the safeguarding process • Explain the role of regulators and contracts in the safeguarding process • Describe the role and responsibilities of the Disclosure and Baring Service • Identify and proficiently carry out the provider manager’s roles and responsibilities throughout the Section 42 enquiry including ongoing/further enquiries 	
Learning Method:	Classroom	Pre-requisites: Level 1 & 2
Learning Hours:	6-hours	Refresher / Update timescale: Health staff 3 yearly Adult Social Care yearly at least
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:	<p>A participative one day programme for provider services’ managers to equip them with the required knowledge and skills to apply to practice.</p> <p>This training is designed to be delivered to provider services’ managers with responsibility for managing the delivery of services to adults who may be at risk of harm.</p>	

Title:	Section 42 ongoing enquiries (safeguarding investigations)	Level 3 (Health staff Level 4)
Learning	<ul style="list-style-type: none"> • Describe the legal and other frameworks surrounding Safeguarding Adults • Outline joint and organisational roles and responsibilities for ongoing/further enquiries about safeguarding concerns • Increase confidence in responding to concerns that involve abuse allegations • Understand and apply the key concepts of evidence, its preservation, the process of decision making, resolution and recovery, and outcomes • Develop skills and knowledge to effectively contribute to and co-ordinate a multi-agency response when working with allegations of abuse in respect of protection planning • Understand your role and how you contribute to the decision making meetings and actions assigned as a result • Explain and apply the principles, processes and practice skills involved in undertaking ongoing/further enquiries and preparing for the outcome meeting • Demonstrate knowledge and skills in interviewing adults at risk, those alleged to have caused harm, evasive witnesses and working with disguised compliance • Proficiently plan and carry out an ongoing enquiry • Produce a written report for the outcome meeting • Proficiently complete safeguarding adults form 4C or 4B • Identify personal and organisational barriers to effective practice • Develop an action plan to apply learning to professional practice 	
Learning Method:	Classroom	Pre-requisites: Level 1 & 2
Learning Hours:	6-hours	Refresher / Update timescale Health staff 3 yearly Adult Social Care yearly at least
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:	A participative two-day programme to equip workers with the required knowledge and skills to apply to practice when making safeguarding adults ongoing enquiries under the Section 42 duty of the Care Act. This two day training programme is aimed at those workers who may be involved in ongoing enquiries and interviewing adults and risk alleged person causing harm as part of the Safeguarding Statutory Duty to make enquiries in line with local policy and procedures.	

Title:	Section 42 Safeguarding Adults Manager Training	Level 3 (Health staff level 4)
Learning outcomes:	<p>At the end of this course participants should be able to:</p> <ul style="list-style-type: none"> • Describe and carry out the roles and responsibilities of a Safeguarding Manager in a section 42 enquiry • Describe the criteria used to determine thresholds into a section 42 enquiry • Identify the purpose and outcomes of a decision making meeting • Describe the Safeguarding Manager’s role in supervision, recording and decision making during ongoing enquiries • Consider findings from Serious Case Reviews and CQC findings • Identify personal and organisational barriers to effective practice • Write an action plan to apply learning to professional practice 	
Learning Method:	Classroom	Pre-requisites: Level 1 & 2
Learning Hours:	6-hours	Refresher / Update timescale Health staff 3 yearly Adult Social Care yearly at least
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:	<p>A participative one day programme for all safeguarding managers involved with section 42 enquiries to equip them with the required knowledge and skills to apply to practice throughout the enquiry. This training is designed to be delivered to all managers who have responsibility for decision making throughout the safeguarding section 42 enquiry (from concern to outcome meeting) especially those with responsibility for monitoring and coordinating ongoing enquiries with workers. This course is not intended for provider managers.</p>	

Title:	Chairing Section 42 Outcome Meetings	Level 3 (Health staff level 4)
Learning outcomes:	<p>At the end of this course participants should be able to:</p> <ul style="list-style-type: none"> • Explain the role of an independent chairperson at a section 42 outcome meeting • Describe the roles and responsibilities of people attending an outcome meeting • Explore the key processes to enable successful chairing of outcome meetings, including attendance, communication, feedback, decision making, protection planning/action, and review • Explain organisational decision making principles and best practice • Demonstrate the management of people and information at an outcome meeting • Explore best practice approaches of effective conflict resolution and problem solving in outcome meetings • Consider the need for outcome review, monitoring processes and post meeting responsibilities • How to act proficiently as an independent chair at an section 42 outcome meeting • How to formulate a safeguarding protection plan 	
Learning Method:	Classroom	Pre-requisites: Level 1 & 2
Learning Hours:	6-hours	Refresher / Update timescale Health staff 3 yearly Adult Social Care yearly at least
Competences as:	<ul style="list-style-type: none"> • National Competency Framework for Safeguarding Adults (National Centre for Post-Qualifying Social Work and Professional Practice, Bournemouth University, 2015) • Safeguarding Adults: Roles and competences for health care staff – Intercollegiate Document (NHS England) (currently under review) 	
Responsibility for Assessment of Competence:	Line manager	
Notes:	<p>A participative one day programme for all workers with responsibility to independently chair Outcome Meetings to equip them with the required knowledge and skills to act as an independent chair. This training is designed to be delivered to all involved in chairing section 42 outcome meetings post implementation of the Care Act and Making Safeguarding Personal.</p>	

