

Bucks Safeguarding Vulnerable Adults Board

Safeguarding Adults Training Directory 2010

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The training directory

This document provides basic details of all the safeguarding adults training available in Buckinghamshire: dates of courses, who can attend and how to apply.

It should be read in conjunction with the [<training strategy>](#), which gives a more detailed account of training pathways for staff, recommended content of modules, and advice for organisations on how to achieve appropriate training.

Context of training provision

There is currently no multi-agency budget for safeguarding vulnerable adults (SVA) training. This means that some modules are not available to staff outside of Bucks County Council (BCC). The responsibility for providing adequate SVA training lies with partner agencies themselves. However, the following measures are in place to support this process:

- There is national funding for SVA training in the **private, voluntary and independent** sector. This programme is administered by BCC.
- There is national funding available on a multi-agency basis for **MCA and DoLS** training. This programme is administered by BCC.
- Bucks Safeguarding Vulnerable Adults Board (BSVAB) employ a **safeguarding training manager** to give guidance and support to partner agencies and to facilitate multi-agency training wherever possible. Contact details can be found on page 20.
- There are **standardisation meetings** to support trainers delivering safeguarding training.
- There is a **standardised training pack** available for Module 1 training.

If any staff from partner agencies wish to contribute to multi-agency training in safeguarding adults they should contact the safeguarding training manager. BSVAB would welcome the development of a multi-agency training pool as a cost-effective method for all agencies to achieve multi-agency training in safeguarding adults.

Application Procedures

Please contact the relevant admin team listed under your preferred course. They will provide nomination forms and further details of particular courses as required. If there are no current dates listed for a course, please contact the administrator for the course and register your interest. Some courses are only arranged once sufficient interest has been shown

For more general information regarding safeguarding vulnerable adults training courses, please email: sovatraining@buckscc.gov.uk or use the contact details on the final page.

Training courses are free to attend unless otherwise stated.

Further information for Bucks County Council Staff can be found on the intranet learning hub.

Summary of Modules within the Training Strategy

Module	Training	Intended for	Pre-course requirements
1.	Core Training (awareness)	All staff and volunteers with service user contact	None
2.	Responding to Alerts of Abuse: BCC Care Management	All staff who may have an alert of abuse reported to them	Module 1
3.	Responding to Alerts of Abuse: All Agencies	Module 2&3 are a combined, multi-agency course from May 2010.	
4.	Convening and Chairing Strategy Meetings and Case Conferences	BCC staff only Managers who have this responsibility within the multiagency procedures	Modules 1 and 2
5.	Note-Taking	BCC staff only Administrative staff who are involved in convening and taking notes at strategy meetings and case conferences	None
6.	Investigating Officer	Staff responsible for conducting safeguarding adult investigations within the multiagency procedures	Modules 1 & 2or3 Module 10 Experience in role
7.	Briefings for Managers	To update managers on SVA developments	None
8.	Safer Recruitment	Staff involved in the recruitment process	None
9.	Train the Safeguarding Trainer	Staff who deliver core training (Module 1)	Module 1
10.	Mental Capacity Act	Staff who support individuals who may lack capacity to make decisions for themselves	None
11.	Deprivation of Liberty Safeguards (DoLS) awareness	Staff who support individuals who may lack capacity to make decisions for themselves or who have regular contact with Managing Authorities	Module 10
12.	Deprivation of Liberty Safeguards (DoLS) for managing authorities	Staff with Managing Authority responsibilities as defined by the DoLS	Module 10
13	Risk Management in Self Directed Support	BCC staff only Care management staff responsible for implementing self-directed support	Module 1 & 10 (and SDS training)

Updates and Refresher: should take place every two years at the highest level reached by the individual			
Supplementary Training			
-	Volunteer Awareness	Volunteers who cannot take part in core awareness training delivered in a more traditional format, and whose organisations do not have a requirement from BCC for mandatory training	None
-	Child Protection Responsibilities	Staff who have contact with children as part of their role	None
-	E-learning Core Training	To compliment Module 1 (core awareness) training	Module 1

Module 1 - Core Training (Basic Awareness)			
Courses open to:			
<ul style="list-style-type: none"> • BCC staff • Staff and volunteers from private, voluntary and independent sector 			
Pre-requisite Training: None			
Course description		Overview of course content	
<p>This course is for all staff and volunteers who have contact with vulnerable adults</p> <p>The overall aim is to ensure all participants know how to recognise and appropriately respond to abuse and neglect.</p>		<ul style="list-style-type: none"> • Types and indicators of abuse • What makes a person vulnerable • Where abuse may occur • What actions to take in response to concerns of abuse • What actions to take if concerns are not responded to. 	
Courses Available			
Date	Times	Venue	Other info
Wed 10 th Mar 2010	9.30-12.30	Civic Centre, Aylesbury	PVI sector staff
Wed 10 th Mar 2010	1.30-4.30	Civic Centre, Aylesbury	PVI sector staff
Thurs 25 th Mar 2010	9:30–12:30	Fitzwilliam Centre, Beaconsfield	PVI sector staff
Thurs 25 th Mar 2010	1:00–4:00	Fitzwilliam Centre, Beaconsfield	PVI sector staff
Thurs 15 th April 2010	9:30 -12:30	Venue T.B.C	PVI sector staff
Thurs 15 th April 2010	1:00-4:00	Venue T.B.C	PVI sector staff
17 th February 2010	9:30 -12:30	High Wycombe	BCC staff
17 th February 2010	1:30-4:30	High Wycombe	BCC staff
12 th March 2010	9:30 -12:30	High Wycombe	BCC staff
12 th March 2010	1:30-4:30	High Wycombe	BCC staff
23 rd March 2010	9:30 -12:30	Beaconsfield	BCC staff
23 rd March 2010	1:30-4:30	Beaconsfield	BCC staff
6 th May 2010	9:30 -12:30	Aylesbury	BCC staff
6 th May 2010	1:30-4:30	Aylesbury	BCC staff
13 th July 2010	9:30 -12:30	High Wycombe	BCC staff
13 th July 2010	1:30-4:30	High Wycombe	BCC staff
24 th November 2010	9:30 -12:30	Beaconsfield	BCC staff
24 th November 2010	1:30-4:30	Beaconsfield	BCC staff
Booking Information			
<ul style="list-style-type: none"> • To book a place on the <u>PVI sector</u> sessions, please contact Laura Iannone on 01296 382205 or email pvtraining@buckscc.gov.uk • To book a place on the Bucks CC sessions please contact Sarah Wise on 01296 383484 or email sovatraining@buckscc.gov.uk 			
Additional Information:			
<ul style="list-style-type: none"> • Individual agencies are responsible for organising their own core awareness training and many organisations have in-house trainers. There is a core training pack and standardisation meetings for trainers in order to support in-house delivery. • There is an e-learning package available to support core-training, accessible by all agencies, (see page 19 for details). 			

Modules 2 & 3 Responding to Alerts of Abuse			
Courses open to:			
<ul style="list-style-type: none"> ▪ Any line manager in any organisation who may have an alert of abuse reported to them 			
Pre-requisite Training: Module 1			
Course description		Overview of course content	
<p>This course is for any line manager to whom frontline staff may report concerns of abuse.</p> <p>The overall aim is to ensure all participants know their responsibilities when responding to and referring on reports of abuse, neglect or unsafe practices.</p>		<ul style="list-style-type: none"> • The multi-agency process and the role of different organisations within it • Responding appropriately to concerns or reports of abuse • Initial response skills • Recording skills • Legislation that can be used to safeguard adults 	
Courses Available			
Date	Times	Venue	Other info
Thursday 20 th May	9.30-4.30	Rowsham	Multi-agency
Friday 18 th June	9.30-4.30	Aylesbury, County Hall	Multi-agency
Tuesday 20 th July	9.30-4.30	Amersham, TVP Training Suite	Multi-agency
Monday 27 th Sept	9.30-4.30	Aylesbury, County Hall	Multi-agency
Thursday 21 st Oct	9.30-4.30	Amersham, TVP Training Suite	Multi-agency
Booking Information			
<ul style="list-style-type: none"> • BCC staff please contact Sue Power on: sovatraining@buckscc.gov.uk or telephone phone 01296 382630 • Staff from the private, voluntary and independent sector please contact Laura Iannone on: pvtraining@buckscc.gov.uk or telephone 01296 382205 • Staff from other organisations please contact ilatham@buckscc.co.uk or via your own Organisation's learning and development team. 			
Additional Information:			
<ul style="list-style-type: none"> ▪ All attendees: You MUST have attended Core Awareness (Module 1) training prior to attending this course. This could have been provided by your own organisation, or via the courses listed on in this directory. You will be asked to leave this course if you have insufficient basic knowledge of safeguarding adults. ▪ For BCC staff: This course is run alongside SVA swift module training. You must attend Swift training within at least a week of attending this course. If you do not do so you will not be issued with a certificate of attendance until both elements have been completed. Dates for SVA Swift training are as follows 			

Module 4			
Convening and Chairing Strategy meetings and Case Conferences			
Courses open to:			
<ul style="list-style-type: none"> Care Management (BCC & OBMH) with Chair responsibilities within the multi-agency process 			
Pre-requisite Training: Module 1 & 2			
Course description		Overview of course content	
<p>This course is for BCC and OBMH care managers with the responsibility to chair strategy meetings and case conferences as part of multi-agency policy and procedures</p> <p>The overall aim is to ensure participants are familiar with the Chair's role and responsibilities.</p>		<ul style="list-style-type: none"> The multi-agency safeguarding process Convening strategy meetings and case conferences Role and responsibilities of the Chair in the process 	
Courses Available			
Date	Times	Venue	Other info
Booking Information:			
<ul style="list-style-type: none"> To book a place on the Convening and Chairing Strategy meetings and Case Conferences please contact Sue Power on: sovatraining@buckscc.gov.uk or phone 01296 382630 			
Additional Information:			
<ul style="list-style-type: none"> 			

Module 5 Note-Taking			
Courses open to:			
<ul style="list-style-type: none"> • Safeguarding adults administrators (BCC & OBMH staff only) 			
Pre-requisite Training: Experience in administration role			
Course description		Overview of course content	
<p>This course is for care management administration staff in BCC and OBMH</p> <p>The overall aim is to ensure administrators know how to convene and take minutes at case conferences and strategy meetings</p>		<ul style="list-style-type: none"> • Convening strategy meetings and case conferences • Stages in the process • Purpose of the minutes • Taking minutes at strategy meetings and case conferences 	
Courses Available			
Date	Times	Venue	Other info
Booking Information:			
<ul style="list-style-type: none"> ▪ To book a place on the Note Taking courses please contact Sue Power on: sovatraining@buckscc.gov.uk or phone 01296 382630 			
Additional Information:			
<ul style="list-style-type: none"> ▪ 			

Module 6 Investigating Officer Training			
Courses open to:			
<ul style="list-style-type: none"> • Management staff with investigator role within multi-agency policy and procedure • Currently this is only available to Bucks CC & OBMH staff 			
Pre-requisite Training: Module 1; Module 2 or 3; Module 10			
Course description		Overview of course content	
<p>This course is for staff who fulfil the investigator role</p> <p>The overall aim is to equip staff to carry out their investigator role in accordance with the multi-agency procedure and good practice</p>		<ul style="list-style-type: none"> • The multi-agency process • Roles and responsibilities of the investigating officer • Roles and responsibilities of others • Planning the investigation • Interview skills • Recording skills • Forensic evidence 	
Courses Available			
Date	Times	Venue	Other info
13 th /14 th /15 th April 2010 (3 day course)	9.30-4.30	Green Park, Aston Clinton	Fully Booked
1,2 & 3 rd June 2010 (3 day course)	9.30 – 4.30	Green Park, Aston Clinton	
Booking Information:			
<ul style="list-style-type: none"> ▪ To book a place on the Investigating Officer Training please contact Sue Power on: sovatraining@buckscc.gov.uk or phone 01296 382630 			
Additional Information:			
<ul style="list-style-type: none"> ▪ This is a 3 day course 			

Module 7 Briefings for Managers			
Courses open to:			
<ul style="list-style-type: none"> • BCC Care Management staff • Management staff from other partner agencies and organisations 			
Pre-requisite Training: None			
Course description		Overview of course content	
This is an open forum to update management on local and national developments in safeguarding adults		<ul style="list-style-type: none"> • Contemporary updates on safeguarding developments • Workshops on different issues 	
Courses Available			
Date	Times	Venue	Other info
Booking Information:			
Additional Information:			
<ul style="list-style-type: none"> ▪ These sessions are organised on an annual basis 			

Module 8 Safer Recruitment			
Courses open to:			
<ul style="list-style-type: none"> • BCC staff with a responsibility for recruitment • Staff from other agencies and organisations on request 			
Pre-requisite Training: Experience in administration role			
Course description		Overview of course content	
<p>This course is intended for staff with recruitment responsibilities as a major part of their role.</p> <p>The overall aim is to ensure safe recruitment practices</p>			
Courses Available			
Date	Times	Venue	Other info
Booking Information:			
<ul style="list-style-type: none"> • This training is organised via BSVAB employment committee. They offer places to non BCC agencies on an occasional basis. Please contact the safeguarding training manager for more information. 			
Additional Information:			
▪			

Module 9 Train the Safeguarding Trainer			
Courses open to:			
<ul style="list-style-type: none"> • Any individual who is or will be providing in-house training for Module 1, 2 or 3 			
Pre-requisite Training: Module 1 & adherence to person specification for trainers			
Course description		Overview of course content	
<p>This course is for individuals who are or will be providing in-house core awareness training.</p> <p>The overall aim is to equip workplace trainers with the knowledge and skills to deliver training effectively within their own organisations.</p>		<ul style="list-style-type: none"> • Basic safeguarding adults content • Improving safeguarding knowledge • Guidance on planning training • Guidance on delivering training • Training materials and exercises 	
Courses Available			
Date	Times	Venue	Other info
See below			
Booking Information:			
Additional Information:			
<ul style="list-style-type: none"> ▪ These sessions are arranged as and when they are needed. Please contact the safeguarding training manager if you wish to attend a session. 			

Module 10 Mental Capacity Act			
Courses open to:			
<ul style="list-style-type: none"> • Staff and volunteers from all agencies and organisations in Bucks 			
Pre-requisite Training: None			
Course description		Overview of course content	
<p>This course is for staff who have contact with adults who make lack capacity to make decisions for themselves</p> <p>The overall aim is to ensure staff are aware of the Mental Capacity Act and the implications for supporting individuals who may lack capacity</p>		<ul style="list-style-type: none"> • Capacity and incapacity • The five course principles • Assessing capacity • Best Interests • Deprivation of Liberty Safeguards • Other measures introduced by the Act. <p>(this used to be a half day course, but is now a full day course).</p>	
Courses Available			
Date	Times	Venue	Other info
9 th March 2010	9.30 – 12.30	Aylesbury	Half day course
9 th March 2010	1.30 - 4.30	Aylesbury	Half day course
5 th May 2010	9.30 - 4.30	High Wycombe	Full day course
16 th Sept 2010	9.30 - 4.30	Aylesbury	Full day course
1 st Dec 2010	9.30 - 4.30	Beaconsfield	Full day course
Booking Information:			
<ul style="list-style-type: none"> • To book a place on these sessions please contact Sarah Wise on 01296 383484 or email mca@buckscc.gov.uk 			
Additional Information:			
<ul style="list-style-type: none"> ▪ This training is funded by a DoH grant and so is currently free to staff from all agencies and organisations. It is administered by BCC. ▪ This training is run as a full day course combined with DoLS awareness (Module 11) after March 2010. ▪ There is an e-learning package to accompany this training. For details, use “booking information” contact details above. 			

Module 11			
Deprivation of Liberty Safeguards Awareness			
Courses open to:			
<ul style="list-style-type: none"> • Staff and volunteers from all agencies and organisations in Bucks 			
Pre-requisite Training: Module 10			
Course description		Overview of course content	
<p>This course is for staff who support individuals who may lack capacity to make decisions for themselves, and staff who have regular contact with Managing Authorities (registered care homes and hospitals)</p> <p>The overall aim is to ensure staff understand the DoLS</p>		<ul style="list-style-type: none"> • Restriction, restraint and deprivation • Screening tool • Roles and responsibilities • The authorisation process • Contact details in bucks 	
Courses Available			
Date	Times	Venue	Other info
Thurs 11 th Feb 2010	9.30 – 12.30	Sivatech, Aylesbury	
Thurs 11 th Feb 2010	1.30 – 4.30	Sivatech, Aylesbury	
Mon 19 th April 2010	9.30 – 12.30	YMCA, High Wycombe	
Mon 19 th April 2010	1.30 – 12.30	YMCA, High Wycombe	
Booking Information:			
<ul style="list-style-type: none"> • You must attend Module 10 (half day) training prior to this course. You may be asked to leave if you attend this session without prior knowledge of the MCA. • If you have attended the full day Module 10 training presented after March 2010, this combines both MCA and DoLS content, and so you do not need Module 11. • To book a place on the DOLS Awareness please contact Sue Power on: dolstraining@buckscc.gov.uk or phone 01296 382630 			
Additional Information:			
<ul style="list-style-type: none"> ▪ This training is funded by a DoH grant and so is currently free to staff from all agencies and organisations. It is administered by BCC. 			

Module 12			
Deprivation of Liberty Safeguards for Managing Authority			
Courses open to:			
<ul style="list-style-type: none"> • Senior staff in Managing Authorities (registered care homes and hospitals) 			
Pre-requisite Training: Module 10			
Course description		Overview of course content	
<p>This course is for senior staff in Managing Authorities</p> <p>The overall aim is to ensure senior staff in Managing Authorities understand the DoLS and their associated responsibilities</p>		<ul style="list-style-type: none"> • Restriction, restraint and deprivation • Screening tool • Roles and responsibilities • Urgent and standard authorisations • The authorisation process • Contact details in bucks 	
Courses Available			
Date	Times	Venue	Other info
Thurs 28 th Jan 2010	9.30 – 4.30	Green Park, Aston Clinton	
Thurs 18 th Mar 2010	9.30 – 4.30	YMCA, High Wycombe	
Booking Information:			
<ul style="list-style-type: none"> • This course is only relevant if you have senior responsibilities in a Managing Authority setting • You must attend Module 10 training before you attend this course. You may be asked to leave if you attend this session without prior knowledge of the MCA. • To book a place on the DOLS Process and Procedures training, please contact Sue Power on: dolstraining@buckscc.gov.uk or phone 01296 382630 			
Additional Information:			
<ul style="list-style-type: none"> ▪ This training is funded by a DoH grant and so is currently free to staff from all agencies and organisations. It is administered by BCC. 			

Module 13			
Risk Management in Self-Directed Support			
Courses open to:			
<ul style="list-style-type: none"> BCC Care Management staff only 			
Pre-requisite Training: Module 1; SDS (3 day workshop); good working knowledge of the MCA.			
Course description		Overview of course content	
<p>This course is for care management staff responsible for self-directed support care planning.</p> <p>The overall aim is to ensure staff know how to manage risk effectively within self – directed support</p>		<ul style="list-style-type: none"> Factors that contribute to vulnerability and risk Prevention, enablement, monitoring or rescue Care management responsibilities in recognising and reducing risk Capacity and risk management Risk enablement tools 	
Courses Available			
Date	Times	Venue	Other info
Tues 9 th Mar 2010	9.30 – 12.30	Kings Centre, High Wycombe	
Tues 9 th Mar 2010	1.30 – 4.30	Kings Centre, High Wycombe	
Thurs 25 th Mar 2010	9.30 – 12.30	Kings Centre, High Wycombe	
Thurs 25 th Mar 2010	1.30 – 4.30	Kings Centre, High Wycombe	
Booking Information:			
<ul style="list-style-type: none"> Participants must have attended Module 1 training, SDS training and have a good working knowledge of the MCA prior to attending this course 			
Additional Information:			
<ul style="list-style-type: none"> 			

Supplementary Training

E-learning

For Core Awareness (Module 1) there are two e-learning packages available. They are accessible, free of charge, by all agencies in Buckinghamshire: Please contact the safeguarding training and development manager for access information, (contact details are on Pg 20).

The BSVAB training committee recommend that e-learning is used **in addition to** training courses (either as a pre-course resource, refresher, or to reinforce learning), rather than as the sole form of training in core awareness.

Volunteer Core Awareness

There is a training pack, providing a basic level of self-directed core awareness training for use by volunteers who do not wish to attend formal training as outlined in Module 1, and whose organisations do not have a requirement from BCC for mandatory training. For information, contact the safeguarding adults training and development manager

Child Protection Responsibilities

Child protection responsibilities must be identified by each member agency, with reference to the agency's own safeguarding children policy/procedure and in accordance with the Bucks Safeguarding Children Board (BSCB) training strategy. The following levels of training are identified by the BSCB strategy:

Level 1: *Single-agency Introduction to Child Protection/Safeguarding:* core training for staff who may have contact with children and young people in the course of their work. **This will include many staff working with adults.**

This single agency training should include the following:

- Definitions and prevalence of child abuse
- Indicators of child abuse
- Impact of child abuse
- Roles and responsibilities

Level 2: *Multi-agency Working Together in Safeguarding Children:* explores the process of a child protection investigations for staff who may actively be involved in child protection work

Level 3: *Specialist training courses:* for staff with substantial responsibilities in child protection.

Training standards, content and availability information can be accessed via BSCB.

<http://www.bucks-lscb.org.uk/>

Contact Details

Safeguarding Training and Development Manager, BSVAB

Isabelle Latham

ilatham@buckscc.gov.uk

Tel: 01296 383473

Fax: 01296 383338

Learning & Development Manager, BCC

Buckinghamshire County Council

Sarah Gammon

sgammon@buckscc.gov.uk

01296 382377

Chair of the safeguarding training committee and standardisation group

Isabelle Latham

ilatham@buckscc.gov.uk ,

01296 383473