



Safeguarding Adults Training Directory 2011/12

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Introduction - 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 organisations themselves. However, the following measures are in place to support this process:

- There is funding from Bucks CC for safeguarding training for care providers in the **private, voluntary and independent** sector.
- 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 15.
- There are **standardisation meetings** to support trainers delivering safeguarding training.
- There is a **standardised training pack** available for core awareness training.

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: bsvabtraining@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 Training Courses within the Training Directory

(if a training course you are interested is not listed, please contact the BSVAB training manager, contact details on page 15)

Page	Training	Intended for	Pre-course requirements
Pg. 6	Core Awareness (Training)	(All Agencies) All staff and volunteers with service user contact	None
Pg 7	Responding to Alerts of Abuse	(All Agencies) All staff who may have an alert of abuse reported to them	<ul style="list-style-type: none"> • Core Awareness
Pg 8	The Provider Managers Role in Safeguarding Adults Investigations	(All Agencies) Mangers, Care Manager and Senior Staff of Provider Services	<ul style="list-style-type: none"> • Core Awareness
Pg. 9	Initial Screening and Risk Assessment	(Bucks CC & Oxford Health staff only) Specific individuals within Role Type 4 of training strategy	<ul style="list-style-type: none"> • Core Awareness • Responding to Alerts • MCA Awareness
Pg. 9	Convening and Charing Strategy Meetings and Case Conferences	(BCC staff only) Managers who have this responsibility within the multiagency procedures	<ul style="list-style-type: none"> • Core Awareness • Responding to Alerts
Pg. 10	Minute-Taking in Safeguarding Meetings	(BCC staff only) Administrative staff who are involved in convening and taking notes at strategy meetings and case conferences	None
Pg. 11	Investigating Officer	(Bucks CC & Oxford Health Staff only) Staff responsible for conducting safeguarding adult investigations within the multiagency procedures	<ul style="list-style-type: none"> • Core Awareness • Responding to Alerts • MCA Awareness
Pg. 12	Train the Safeguarding Trainer	(All Agencies) Staff who deliver core training	<ul style="list-style-type: none"> • Core Awareness
Pg. 13	Mental Capacity Act awareness	(All Agencies) Staff who support individuals who may lack capacity to make decisions for themselves	None
Pg. 14	Deprivation of Liberty Safeguards (DoLS) awareness	(All Agencies) Staff who support individuals who may lack capacity to make decisions for themselves or who have regular contact with Managing Authorities	<ul style="list-style-type: none"> • MCA
Pg. 14	Deprivation of Liberty Safeguards (DoLS) for managing authorities	(All Agencies) Staff with Managing Authority responsibilities as defined by the DoLS	<ul style="list-style-type: none"> • MCA

Pg 15	Multi Agency Domestic Violence Training	(All Agencies) Managers and senior staff	None
Pg 16	Multi Agency Safer Recruitment Workshop	(All Agencies) Managers and senior staff	None

Training Calendars for Individual Courses

Core Awareness (SoVA Basic Awareness)			
Courses open to: <ul style="list-style-type: none"> • BCC staff • Staff from private, voluntary and independent care sector 			
Pre-requisite Training: None			
Course description This course is for all staff and volunteers who have contact with vulnerable adults The overall aim is to ensure all participants know how to recognise and appropriately respond to abuse and neglect.		Overview of course content <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
17 th November 2011	9.30-12.30 or 1.30-4.30	Sivatech, Aylesbury	PVI Care sector
29 th November 2011	9.30-12.30 or 1.30- 4.30	County Hall, Aylesbury	Bucks CC
Booking Information <ul style="list-style-type: none"> • To book a place on the <u>PVI care sector</u> sessions, please email: training@mkbcare.org.uk or telephone 0844 800 8378. In-house sessions can also be arranged on request. • To book a place on the Bucks CC sessions please email: hrrservicedesk@buckscc.gov.uk or book direct via SAP ESS (Employee Self Service) • All other organisations please contact your own learning and development team or bsvabtraining@buckscc.gov.uk or 01296 387146 / 383288 for more information. 			
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 14 for details). • Training can be provided free of charge for voluntary (non-care) organisations, through the BSVAB. Please contact bsvabtraining@buckscc.gov.uk for information 			

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: Core Awareness			
Course description <p>This course is for any individual to whom frontline staff, volunteers, service users or members of the public 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>		Overview of course content <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 Confidentiality, consent & capacity 	
Courses Available			
Dates 2011	Times	Venue	Other info
Monday 7 th November	09.30-16.30	Aylesbury, Turnstone Support	Multi-agency
Friday 2 nd December	09.30-16.30	Aylesbury, County Hall	Multi-agency
Dates 2012			
Tuesday 17 th January	09.30-16.30	Chalfont St Peter, Epilepsy Society,	Multi-agency
Wednesday 1 st February	09.30-16.30	Aylesbury, Turnstone Support	Multi-agency
Friday 17 th February	09.30-16.30	Chalfont St Peter, Epilepsy Society,	Multi-agency
Thursday 1 st March	09.30-16.30	Chesham, Paradigm House Group	Multi-agency
Thursday 22 nd March	09.30-16.30	Aylesbury, Fremantle Trust	Multi-agency
Booking Information: <ul style="list-style-type: none"> To book a place please contact your own learning and development team or email bsvabtraining@buckscc.gov.uk or 01296 387146 / 383288 for more information. 			
Additional Information: <p>All attendees must have attended Core Awareness training prior to attending this course.</p>			

The Provider Managers Role in Safeguarding Adults Investigations			
Courses open to:			
Managers, Service Manager and Senior staff from provider services			
Pre-requisite Training: Core Awareness			
Course description		Overview of course content	
<p>This is a one-day workshop designed to give managers of services information and confidence in the role they have when a safeguarding adults investigation is happening within the service they manage or involves a service user for whom they are responsible.</p> <p>The course will have aspects of information dissemination, small group work, large group discussions and scenario problem solving.</p>		<ul style="list-style-type: none"> • To look at Safeguarding Policies and what expectation they require of the managers of Services • To discuss the situations where provider managers may be asked to get further information or in some circumstances 'investigate' aspects of the case and how this should be undertaken • To consider the requirements of the regulatory bodies, commissioners, Police and the law in how all alerts are responded to and investigated • To look at employment law and how it is relevant when a member of staff is accused. • To look at how to support and manage a team and a service that are feeling the stress of being under an investigative spotlight • To consider how to record all stages of the process 	
Courses Available			
Dates	Times	Venue	Other info
Wednesday 23 rd November 2011	09.30-16.30	Aylesbury, County Hall	Multi-agency
Dates 2012			
Friday 13 th January 2012	09.30-16.30	Aylesbury, County Hall	Multi-agency
Booking Information:			
<ul style="list-style-type: none"> • To book a place please contact your own learning and development team or email bsvabtraining@bucksc.gov.uk or 01296 387146 / 383288 for more information. 			
Additional Information:			
All attendees must have attended Core Awareness training prior to attending this course.			

Initial Screening & Risk Assessment

Courses open to:

- Care Management (BCC & Oxford Health) with screening and risk assessment responsibilities after referral within the multi-agency process

Pre-requisite Training: Core Awareness and Responding to Alerts of Abuse

Course description

This course is aimed at staff in Bucks CC and Oxford Health who will be responsible for initially screening and assessing referrals into the Bucks multi-agency safeguarding adults procedure

Overview of course content

- Criteria for initial screening of referrals.
- Actions for gathering initial information
- Dimensions of risk in adult protection
- Required record-keeping

Courses to be advised – please register your interest at

hrrservicedesk@buckscc.gov.uk

Dates	Times	Venue	Other Info

Additional Information:

Convening and Chairing Strategy meetings and Case Conferences

Courses open to:

- Care Management (BCC & Oxford Health) with Chair responsibilities within the multi-agency process

Pre-requisite Training: Core Awareness & Responding to Alerts of Abuse

Course description

This course is for BCC and Oxford Health staff with the responsibility to chair strategy meetings and case conferences as part of multi-agency policy and procedures

The overall aim is to ensure participants are familiar with the Chair's role and responsibilities.

Overview of course content

- The multi-agency safeguarding process
- Convening strategy meetings and case conferences
- Role and responsibilities of the Chair in the process

Courses to be advised – please register your interest at

hrrservicedesk@buckscc.gov.uk

Dates	Times	Venue	Other info

Additional Information:

Minute-Taking in Safeguarding Meetings			
Courses open to:			
<ul style="list-style-type: none"> Safeguarding adults administrators (BCC & Oxford Health 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 Oxford Health</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 to be advised – please register your interest at hrrservicedesk@buckscc.gov.uk			
Date	Times	Venue	Other info
Additional Information:			

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, (Bucks CC & Oxford Health staff only) 			
Pre-requisite Training: Core Awareness, Responding to Alerts of Abuse, Initial Screening and Risk Assessment			
Course description		Overview of course content	
<p>This course is for staff who fulfil the investigator role within Bucks multi-agency procedures</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 to be advised – please register your interest at hrrservicesdesk@buckscc.gov.uk			
Date	Times	Venue	Other info
Additional Information:			
<ul style="list-style-type: none"> This is a 2 day course 			

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 Core Awareness or contributing to the Responding to Alerts of Abuse training pool 			
Pre-requisite Training: Core Awareness & adherence to person specification for trainers			
Course description		Overview of course content	
<p>This course is for individuals who are or will be providing core awareness training in their own organisation, or those individuals who will be contributing to the multi-agency pool of trainers for responding to Alerts of Abuse 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 to be advised – please register your interest at bsvabtraining@buckscc.gov.uk			
Date	Times	Venue	Other info
Additional Information:			

Mental Capacity Act and Deprivation of Liberty Safeguards Training

There are a variety of training levels available in these two subject areas. For advice about which courses are relevant for your staff or to book a place on any of the following courses, please email: skeating@buckscc.gov.uk

In-house training can also be arranged if you have sufficient need. Use the contact details above to request an in-house session.

MCA & DoLS Awareness half day sessions for frontline staff			
Courses open to:			
<ul style="list-style-type: none"> • Frontline care and support staff from all agencies in Bucks 			
Pre-requisite Training: None			
Course description:		Overview of course content: MCA ½ day	
<p>These practical courses are aimed at frontline care and support staff who work with individuals who may lack capacity to make decisions for themselves. The overall aim is to ensure staff are aware of the Mental Capacity Act or DoLS and how it impacts on their day to day work</p>		<ul style="list-style-type: none"> • Capacity and incapacity • The five core principles of the MCA • Assessing capacity • Brief overview of DoLS and its implications 	
Please note: MCA training is a prerequisite for attending the DoLS training		Overview of course content: DoLS ½ day	
		<ul style="list-style-type: none"> • How DoLS link with the MCA • The purpose of the DoLS • Restriction, restraint and deprivation of liberty • When and how to seek advice 	
Courses Available			
Date	Times	Venue	Other info
MCA			
30 th November 2011	10.00 – 1.00	High Wycombe	
8 th December 2011	10.00 – 1.00	Aylesbury	
DoLS			
15 th November 2011	10.00 – 1.00	High Wycombe	
1 st December 2011	10.00 – 1.00	Aylesbury	
12 th January 2012	10.00 – 1.00	High Wycombe	
Booking Information:			
<ul style="list-style-type: none"> ▪ To book a place on this training please contact Sue Keating on skeating@buckscc.gov.uk 			

MCA & DoLS Full day session for senior staff			
Courses open to:			
<ul style="list-style-type: none"> • Senior staff from all agencies in Bucks. 			
Pre-requisite Training: None			
Course description		Overview of course content	
<p>This course is for senior staff in all agencies who have contact with adults who may lack capacity to make decisions for themselves. The overall aim is to ensure senior staff are aware of the MCA and DoLS and the implications for their service provision and staff practice</p>		<ul style="list-style-type: none"> • Capacity and incapacity • The five core principles • Assessing capacity • Best Interests • Deprivation of Liberty Safeguards • Other measures introduced by the Act. 	
Courses Available			
Date	Times	Venue	Other info
5 th December 2011	9.30 - 4.30	High Wycombe	
24 th February 2012	9.30 - 4.30	Aylesbury	
Booking Information:			
<ul style="list-style-type: none"> ▪ To book a place on this training please contact Sue Keating on skeating@buckscc.gov.uk 			

Multi-Agency Domestic Violence Training			
Courses open to:			
<ul style="list-style-type: none"> Managers and senior staff from organisations where staff may become aware of domestic abuse situations. 			
Pre-requisite Training: None			
Course description		Overview of course content	
<p>This is a half day workshop designed to give participants a clear understanding of the expectations of how we respond to domestic violence and the MARAC process and their agency's role and engagement with the MARAC.</p>		<ul style="list-style-type: none"> Awareness around Domestic Violence The differences between the MARAC and MAPPA process The MARAC process Overview of the Risk Indicator Checklist (DASH Form) Information Sharing The role of the Independent Domestic Violence Advocate (IDVA) How to refer and the responsibilities around action 	
Courses Available			
Dates 2011	Times	Venue	Other info
Thursday 3 rd November 2011	09.30-12.30	Aylesbury, County Hall	Multi-agency
Thursday 10 th November 2011	09.30-12.30	Beaconsfield, Windsor End	Multi-agency
Booking Information:			
<ul style="list-style-type: none"> To book a place on this training please contact Jackie Ashford on bsvabtraining@buckscc.gov.uk or 01296 387146 / 383288 			
Additional Information:			

Multi Agency Safer Recruitment Workshops			
Courses open to:			
<ul style="list-style-type: none"> Managers and senior staff from health and social care who are involved in the recruitment of staff. 			
Pre-requisite Training: None			
Course description		Overview of course content	
<p><u>Aims:</u> To introduce the key messages in ensuring safer recruitment to ensure all recruitment is undertaken in a way that reduces the risk of abuse of people who are using services.</p>		<ul style="list-style-type: none"> The Recruitment Cycle: end to end recruitment process Interview styles and questions Interview structures Interview questions Systems in place to enable safe recruitment. 	
Courses Available			
Dates 2011	Times	Venue	Other info
Friday 25 th November 2011	09.30-16.30	Aylesbury, County Hall	Multi-agency
Booking Information:			
<ul style="list-style-type: none"> To book a place on this training please contact Jackie Ashford on bsvabtraining@buckscc.gov.uk or 01296 387146 / 383288 			
Additional Information:			
None			

Supplementary Training

E-learning

For Core Awareness 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 15).

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

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Administration, BSVAB

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HR Service Desk

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Learning & Development Manager, BCC

Sarah Gammon

E-mail: sgammon@buckscc.gov.uk

Tel: 01296 382377

Learning and Development Administrator, BCC

Sue Keating

Email: skeating@buckscc.gov.uk

Tel: 01296 382630

Training Manager, MKB Care

(Training for the private, voluntary and independent care sector in partnership with Bucks CC)

Caroline Post

Email: training@mkbcare.org.uk

Tel: 0844 800 8378.