



Safeguarding Adults  
Training Directory  
April 2019- March 2020

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## Introduction

The Safeguarding Adults Joint Workforce Development Sub-Group is committed to the delivery of a high quality Multi-Agency Training Programme, which supports professionals in their work to safeguard and promote the welfare of Adults at Risk throughout the borough.

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

The Workforce Development Sub-Group recognises that to work successfully on a multi-agency basis, agencies need to ensure staffs are clear about their roles and the level of training they should be attending. Therefore, the National Competency Framework for Safeguarding Adults has been adopted. This framework has been endorsed by Skills for Care and the Social Care Institute for Excellence, which provides the opportunity for consistency across organisations, as well as a framework for managers to ensure that their workforce is appropriately developed, trained and competent (Page 6 of this document provides further details).

There are four groups of staff that are identified within the framework, and training has been developed to meet each of these group requirements through-out the directory.

It does need to be noted that all training sessions will only provide knowledge and that competence will need to be evidenced within each individual's workplace, and assessed by their line manager.

For further information please contact:

Emma Adamson (Workforce Development Lead - ASC) on:

[emma.adamson@northtyneside.gov.uk](mailto:emma.adamson@northtyneside.gov.uk) or 07968602957

## **Booking Courses**

### **Learning Pool**

This is an internet-based system which provides access to e- learning modules as well as 'course booker'.

Learning Pool will maintain records of all registered users personal training events and any e-learning they have completed. They will be able to review their personal records at anytime.

Learning pool can be accessed via any computer with internet access; this can be at work or home at the following web address:

<https://northtyneside.learningpool.com/login/index.php>

### North Tyneside Employees

North Tyneside employees, who have access to the Learning Pool, can book face to face courses or access a selection of e-learning modules by logging onto the intranet system and using their usual log in details. There is no charge for internal users.

### External Partners

Individuals will be required to complete an on - line registration form the first time they book onto a course. They will only need to do this once, as they can then book future events directly online through Learning Pool's 'course booker', with their unique registration user name.

For further information, please contact the Workforce Development Admin Team at [workforce.development@northtyneside.gov.uk](mailto:workforce.development@northtyneside.gov.uk) or by telephone on 0191 6435063.

### **Conditions with Accessing Learning Pool**

The Council reserves the right to re-claim the cost of each learning pool licence from partner organisations at £2.50 per licence, per person, per year. Usage will be monitored and you will be notified prior to any charges being implemented.

Learning Pool access will be provided for 2 years, if no course bookings/e-learning completions have taken place during this time, accounts will be deactivated. Accounts can be reactivated at a later date.

Some e-learning modules will be restricted to Council Staff and elected members. If you wish to gain access to a particular module, please contact the Workforce Development Admin Team in the first instance.

## **Content of Training**

This directory contains details of all the face to face courses included in the North Tyneside's Safeguarding Adults training programme. Full details are available on the Learning Pool. For further clarification on the aims, objectives or target audience for training, please contact Emma Adamson, Adult Workforce Development Lead on 07968602957 or by e-mail to [emma.adamson@northtyneside.gov.uk](mailto:emma.adamson@northtyneside.gov.uk)

## **Refreshments on training courses**

Tea, coffee and water will be provided on courses. Please note there will be no lunches provided; however, all venues will either have access to a café area, or be within easy walking distance to food outlets, unless otherwise stated on the Learning Pool information.

## **Training Costs**

All training listed in this directory is free to access and no charge will be applied, with the exception of the 'Impact of Domestic Abuse' training course which is a joint course ran with the Children Safeguarding Board and their charges will be applied.

If you wish for Training to be conducted within your own premises, this can also be arranged at a cost of £497 for a half day session and £750 for a full day. Please contact [emma.adamson@northtyneside.gov.uk](mailto:emma.adamson@northtyneside.gov.uk) to arrange.

# The National Competence Framework for Safeguarding Adults

## Staff Groups

<b>Staff Group A</b>  Members of this group have a responsibility to contribute to Safeguarding Adults, but do not have specific organisational responsibility or statutory authority to intervene	<b>Including, but not limited to:</b> <ul style="list-style-type: none"><li>• Drivers, other transport staff</li><li>• Day Service staff</li><li>• All support Staff in health and social care</li><li>• HR staff</li><li>• Clerical and admin staff</li><li>• Health and Safety Officers</li><li>• Elected Members</li><li>• Volunteer Befrienders</li><li>• Charity Trustees.</li></ul>
<b>Staff Group B</b>  This group have considerable professional and organisational responsibility for Safeguarding Adults. They have to be able to act on concerns and contribute appropriately to local and national policies, legislation and procedures. This group needs to work within a inter or multi-agency context.	<ul style="list-style-type: none"><li>• Social Workers</li><li>• Nurses</li><li>• Frontline managers</li><li>• Integrated team managers</li><li>• Head of Nursing</li><li>• Health and Social Care Provider Service Managers</li><li>• Senior Support Workers</li></ul>
<b>Staff Group C</b>  This group is responsible for ensuring the management and delivery of safeguarding Adult services is effective and efficient. In addition they will have oversight of the development of systems, policies and procedures within their own organisation to facilitate good working partnerships with allied agencies to ensure consistency in approach and quality service.	<ul style="list-style-type: none"><li>• Operational Managers</li><li>• Heads of Assessment and Care Managers</li><li>• Service Managers</li></ul>
<b>Staff Group D</b>  This group is responsible in ensuring their organisation is at all levels, fully committed to Safeguarding Adults and have in place appropriate systems and resources to support this work in an intra- and inter-agency context.	<ul style="list-style-type: none"><li>• Heads of Support Service</li><li>• Heads of Directly Provided Services</li><li>• Heads of Assessment and Care Management Services.</li></ul>

## SAB Safeguarding Adults – Basic Awareness

This training is to be completed on a two-yearly basis by Staff Group A.

This Course can be completed via a Face to Face Training Course or an E-Learning Package.

Course Aim:	Course Outcomes:
<p>To raise awareness of the importance of Safeguarding Adults and to ensure delegates are confident in reporting any indicators of abuse using North Tyneside Procedures.</p>	<p>By the end of the session participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify who is an Adult at Risk</li> <li>• Describe the different categories of harm</li> <li>• Explain and recognise the different signs and indicators that harm may be occurring</li> <li>• Discuss the role and responsibilities of the alerter as defined within North Tyneside's Procedures.</li> </ul>

Training Courses Available:

Date	Times	Venue
26 <sup>th</sup> April 2019	10am-1pm	The Langdale Centre
23 <sup>rd</sup> May 2019	10am-1pm	The Langdale Centre
14 <sup>th</sup> June 2019	10am-1pm	The Langdale Centre
9 <sup>th</sup> July 2019	10am-1pm	The Langdale Centre
6 <sup>th</sup> August 2019	10am-1pm	The Langdale Centre
10 <sup>th</sup> October 2019	10am-1pm	The Langdale Centre
12 <sup>th</sup> November 2019	10am-1pm	The Langdale Centre
13 <sup>th</sup> December 2019	10am-1pm	The Langdale Centre
16 <sup>th</sup> January 2020	10am-1pm	The Langdale Centre
4 <sup>th</sup> February 2020	10am-1pm	The Langdale Centre
6 <sup>th</sup> March 2020	10am-1pm	The Langdale Centre

- ✓ This training will support delegates with the knowledge required to meet competence 1-5 of the National Competence Framework for Safeguarding Adults.

## SAB Safeguarding Adults – A Providers Perspective

This course is to be completed on a three yearly basis by Staff Group Members B, C & D.

**This course is primarily for those who manage front line staff and is a two day programme.**

Course Aim:	Course Outcomes:
<p>To give senior members of staff an insight into the action that should take place after an alert has been made.</p>	<p>By the end of the session delegates will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the legal context around Safeguarding Adults at Risk</li> <li>• Clarify North Tyneside’s Policy and the Safeguarding Adult’s Local process.</li> <li>• Explain the principles of information sharing and confidentiality</li> <li>• Discuss what makes a person vulnerable and the increased risk factors.</li> <li>• Recognise the main sign and indicators of abuse</li> <li>• Clarify the different thresholds for investigating, in response to a safeguarding referral and the requirements of gathering initial Information.</li> <li>• Describe the purpose of a strategy meeting / discussion and how to contribute to this.</li> <li>• Explain the purpose of a safeguarding case conference, and how to contribute to this and any subsequent protection plan.</li> <li>• Explain the role of agencies involved within Safeguarding Adults at Risk.</li> <li>• Recognise the relevant questioning techniques that can be used to maximise the information being received from persons involved in safeguarding</li> <li>• Recognise the difference in collating information professionally so an informed decision can be made, to carrying out a full safeguarding investigation</li> </ul>

### Training Courses Available

Date	Times	Venue
9 <sup>th</sup> & 10 <sup>th</sup> May 2019	9:30-4:30	The Langdale Centre
12 <sup>th</sup> & 13 <sup>th</sup> September 2019	9:30-4:30	The Langdale Centre
13 <sup>th</sup> & 14 <sup>th</sup> February 2020	9:30-4:30	The Langdale Centre

- ✓ This training will support delegates with the knowledge required to meet competencies 6-12 of the National Competence Framework for Safeguarding Adults.

## SAB Safeguarding Adults – A Social Workers Perspective

This course is to be completed on a three yearly basis by Staff Group Members B & D

**This course is targeted at North Tyneside Social Workers and Wellbeing Officers only and is a one-day programme.**

Course Aim:	Course Outcomes:
To ensure internal staff understand and are confident in following North Tyneside's Policy and Procedures in regards to Adult Safeguarding.	By the end of the session delegates will be able to: <ul style="list-style-type: none"> <li>• Describe the legal context around Safeguarding Adults at Risk</li> <li>• Clarify North Tyneside's Policy and the Safeguarding Adult's Local process.</li> <li>• Describe the purpose of a strategy meeting / discussion and how to contribute to this.</li> <li>• Explain the purpose of a safeguarding case conference, and how to contribute to this and any subsequent protection plan.</li> <li>• Explain the role of agencies involved within Safeguarding Adults at Risk.</li> </ul>

### Training Courses Available

Date	Times	Venue
16 <sup>th</sup> May 2019	9:30-4:30	The Langdale Centre
19 <sup>th</sup> September 2019	9:30-4:30	The Langdale Centre
24 <sup>th</sup> January 2020	9:30-4:30	The Langdale Centre

- ✓ This training will support delegates with the knowledge required to meet competencies 6-12 of the National Competence Framework for Safeguarding Adults.

## SAB Mental Capacity Act and Deprivation of Liberty Fundamentals

This Course should be attended by Staff Group A.

<b>Course Aim:</b>	<b>Course Outcomes:</b>
<p>To gain a basic awareness of both the Mental Capacity Act and Deprivation of Liberty Safeguards and how this applies to your role</p>	<p>By the end of the session delegates should be able to :</p> <ul style="list-style-type: none"> <li>• Explain the five statutory principles of the Mental Capacity Act</li> <li>• Understand and implement the two stage test of capacity</li> <li>• Formulate a legally compliant best interest decision</li> <li>• Describe how Deprivation of Liberty relates to the Mental Capacity Act</li> <li>• Explain what would constitute a Deprivation of Liberty.</li> <li>• Identify how Deprivation of Liberty may be avoided.</li> <li>• Assess individuals correctly for potential Deprivation of Liberty.</li> <li>• Identify any individual for whom a Dol authorisation may need to be applied.</li> <li>• Describe the urgent and standard authorisation process and associated paperwork.</li> </ul>

Training Courses Available:

Date	Times	Venue
30 <sup>th</sup> April 2019	1-4pm	The Langdale Centre
4 <sup>th</sup> June 2019	9.30-12.30pm	The Langdale Centre
6 <sup>th</sup> November 2019	9.30-12.30pm	The Langdale Centre
26 <sup>th</sup> March 2020	9.30-12.30	The Langdale Centre

- ✓ This training will support delegates with the knowledge required to meet Competency 5 of the National Competency Framework for Safeguarding Adults.

## SAB Assessing Capacity, Best Interest Decision Making and Deprivation of Liberty Workshop

The workshop is aimed at Staff Group B & C.

Course Aim:	Course Outcomes:
<p>This workshop will provide the essential knowledge that health and social care staff need to make sound assessments of capacity and best interests. The workshop will investigate the different skills needed to make competent assessments and will look into the challenges and problems that staff can face.</p> <p>The afternoon session will look at the key areas that need to be considered when applying for a Deprivation of Liberty Safeguard.</p>	<p>By the end of the session delegates will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the key rules and procedures for assessing capacity and making best interests decisions.</li> <li>• Describe the skills needed to assess capacity and best interests</li> <li>• Discuss the legislation to support best interest judgements.</li> <li>• Understand the role of the decision maker and consider the implications of other provisions of the Mental Capacity Act for Best Practice.</li> <li>• Have an opportunity to apply the practical application of the assessment of capacity and best interest through use of case studies.</li> <li>• Recognise and clarify the importance of recording systems</li> <li>• Understand the key elements of a Deprivation Of Liberty Safeguards</li> <li>• Explain the procedure to follow when applying for a Deprivation of Liberty Safeguard.</li> <li>• Understand Managing Authorities responsibility once an authorisation has been authorised.</li> </ul>

### Training Courses Available:

Date	Times	Venue
19 <sup>th</sup> June 2019	9.30am-4.30pm	Langdale Centre
22 <sup>nd</sup> October 2019	9.30am-4.30pm	Langdale Centre
29 <sup>th</sup> January 2020	9.30am-4.30pm	Langdale Centre

- ✓ This training will support delegates with the knowledge required to meet competences 5, 7 & 8 of the National Competency Framework for Safeguarding Adults.

## Impact of Domestic Abuse

This course is jointly delivered between the Children & Adult Safeguarding Adult Boards and is a chargeable course. Please refer to Learning Pool for full details.

Suitable for All Staff Bands.

<b>Course Aim:</b>	<b>Course Outcomes:</b>
The course aims to enable participants to identify the risks to and the impact on children, young people and adults where there is Domestic Abuse, in order to provide protection for them and to identify effective support agencies.	<p>By the end of the session delegates will be able to :</p> <ul style="list-style-type: none"> <li>• Understand what constitutes Domestic Abuse</li> <li>• Recognise the impact of Domestic Abuse</li> <li>• Understand your role on working with those who are living with or experiencing Domestic Abuse.</li> <li>• Understand the importance of information sharing and good documents.</li> <li>• Be aware of where to seek advice and how to report your concerns.</li> </ul>

Training Courses Available:

<b>Date</b>	<b>Times</b>	<b>Venue</b>
2 <sup>nd</sup> May 2019	9.30-5pm	The Langdale Centre
16 <sup>th</sup> July 2019	9.30-5pm	The Langdale Centre
24 <sup>th</sup> October 2019	9.30-5pm	The Langdale Centre
6 <sup>th</sup> February 2020	9.30-5pm	The Langdale Centre

- ✓ This training will support delegates with the knowledge required to meet competence 8 of the National Competence Framework for Safeguarding Adults.

## Domestic Abuse: Ask and Act Training

Delegates must have attended the 'Impact of Domestic Abuse' or similar basic awareness course prior to attending this course

Suitable for All Staff Bands

Course Aim:	Course Outcomes:
<p>This course aims to enable participants to 'Ask' individuals if they are experiencing domestic violence and abuse and to 'Act' so the harms caused by domestic violence and abuse are reduced</p>	<p>The learner will:</p> <ul style="list-style-type: none"> <li>• Understand what domestic violence and abuse is</li> <li>• Recognise the indicators of domestic violence and abuse</li> <li>• Understand the purpose of targeted enquiry and employ good practice when undertaking targeted enquiry</li> <li>• Respond to disclosures safely and effectively</li> <li>• Understand the purpose of risk identification, employ good practice when undertaking risk identification and follow referral pathways</li> <li>• Understand responsibilities around confidentiality and information sharing.</li> <li>• Understand the MARAC ( Multi-Agency Risk Assessment Conference) process.</li> </ul>

Training Courses Available:

Date	Times	Venue
25 <sup>th</sup> June 2019	9.30 - 4.30pm	The Langdale Centre
20 <sup>th</sup> November 2019	9.30 - 4.30pm	The Langdale Centre
18 <sup>th</sup> February 2020	9.30 - 4.30pm	The Langdale Centre

- ✓ This training will support delegates with the knowledge required to meet competence 7 of the National Competence Framework for Safeguarding Adults.

## SAB Financial Awareness and Abuse

This course is suitable for all staff

<b>Course Aim:</b>	<b>Course Outcomes:</b>
<p>The aim of this course is to develop practice and extend existing knowledge in relation to safeguarding adults facing financial abuse.</p>	<p>By the end of the session delegates will :</p> <ul style="list-style-type: none"> <li>• Have an increased knowledge around financial issues, including legal terminology and powers.</li> <li>• Be able to explain the different indicators of financial abuse and consider preventative measures.</li> <li>• Be able to define the roles of official bodies such as Court of Protection, Office of Public Guardian, DWP, Police.</li> </ul>

Training Courses Available:

<b>Date</b>	<b>Times</b>	<b>Venue</b>
5 <sup>th</sup> July 2019	9.30-12.30	The Langdale Centre
3 <sup>rd</sup> December 2019	9.30-12.30	The Langdale Centre

- ✓ This training will support delegates with some of the knowledge required to meet competence 2, 3, 5, 6, 7 & 8 of the National Capability Framework for Safeguarding Adults.

## Learning from Reviews

This course is aimed at Staff Groups B, C & D.

**This course is for Internal Staff and SAB partners only.**

<b>Course Aim:</b>	<b>Course Outcomes:</b>
The aim of this course is to review and develop practice in light of learning from safeguarding adult reviews and appreciative enquiries.	By the end of the session delegates will: <ul style="list-style-type: none"><li>• Have heard lessons learnt from recent Safeguarding Adult Reviews / Appreciative enquiries / DHRs.</li><li>• Be able to benchmark their practice against the chosen cases.</li></ul>

Training Courses Available:

<b>Date</b>	<b>Times</b>	<b>Venue</b>
20 <sup>th</sup> June 2019	1-4pm	The Langdale Centre
5 <sup>th</sup> September 2019	9.30-12.30	The Langdale Centre

- ✓ This training will support delegates with some of the knowledge required to meet competence 2, 3, 5, 6, 7 & 8 of the National Capability Framework for Safeguarding Adults.

## E-Learning Packages

Additionally, there are a number of E-learning packages that you may be interested in completing. They can be accessed directly via our Learning Pool platform and include:

- Multi-Agency Public Protection Arrangements (MAPPA)
- Hate and Mate Crime
- Modern Slavery and Human Trafficking
- Prevent
- An Introduction to Safeguarding Boards within North Tyneside.
- Sexual Exploitation



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