



SAFEGUARDING
Adu
DONCASTER
its

Scarborough House, Chequer Road.
Doncaster. DN1 2DB

Doncaster Safeguarding Adults Multi-Agency Training Programme 2009/10

This programme of training is offered to staff and volunteers from organisations using '**Safeguarding Adults – Procedures for South Yorkshire**' and represented at the Doncaster Safeguarding Adults Partnership Board [DSAPB].

Further events and specific training targeted at particular workers will be circulated throughout the year and advertised on our web pages.

www.doncaster.gov.uk/safeguardingadults

The training offered is based on a strategy agreed by DSAPB, and has been developed with representatives from a wide range of organisations and should complement organisations' own training plans. If you have any questions or want to discuss specific training needs, please contact us using the details below.

All the training:

- * is based on current, evidence-based knowledge and research
- * promotes a multi-agency approach to Safeguarding Adults
- * reflects anti-oppressive practice through its content and delivery
- * has learning outcomes, clearly linked to roles and responsibilities

Contact details for Safeguarding Adults Training:

For booking forms and admin:

Tel [01302] 735044

Fax [01302]736298

adultprotectiontraining@doncaster.gov.uk

For information and advice:

Tel [01302] 735044

brian.leonard@doncaster.gov.uk

Booking training places

Each training event has a target audience and learning outcomes which identify what people should expect to gain from the event. Before booking, please check that you are applying for the right course for your role and responsibilities, if in doubt please check with Safeguarding Adults training admin.

Agree your application with your manager and/or training department [we will only accept bookings which have been approved]. Follow any procedures for applying for training that your organisation may have, before sending us your application.

Manager's guide for booking Safeguarding Adults Basic Awareness training



😊 Managers and delegates to do and complete

😊 Safeguarding Adults Team to do and complete

Booking Forms and Pre-course Questionnaire [one per person] should be completed with as much information as possible, including alternative dates and an **email address for confirmations to be sent to by the closing date. (Please see appendix 1)** The booking form MUST be completed in clear block capital letters to ensure correct details are recorded. Illegible forms will be returned without being processed. Forms can be posted, faxed or emailed to us.

We try to ensure that all courses are offered to a wide range of organisations to offer a multi-disciplinary approach to training that promotes knowledge and understanding of the roles of other partners. Please note these are very practice-based courses so participants will be expected to engage in group discussions and practical exercises.

Confirmation of place and pre-course information will be posted out approximately three weeks before the training. Please assume you have been successful in obtaining your preferred date for the training when sending in your application – Safeguarding Adults training will make contact with you if you have not obtained your preferred session to make suitable alternative arrangements.

Please *do not* attend training unless we have specifically confirmed your place - if in doubt please contact us.

There is currently no charge for these events. Unless we receive notification of non-attendance prior to the start of the course, we reserve the right to charge a £25.00 per place fee to organisations to cover administration and venue costs.

Safeguarding Adults Awareness Sessions

[ONE HOUR]

The aim of this course is to raise awareness about Safeguarding Adults with the general public in Doncaster.

The course is aimed at anyone who may have contact with vulnerable adults, in a paid or unpaid capacity. This may include people who provide support with:

Work

Education

Social and Leisure activities

Having friendships and relationships

Living independently

Managing money

Being part of the community.

Learning Outcomes:

- Recognise who may be a vulnerable adult
- Outline forms of abuse and any potential indicators of abuse
- Explain where they would report suspected abuse

These are free 1 hr information sessions held on a drop-in basis. There is no requirement to pre-book.

Safeguarding Adults Basic Awareness Training

[HALF DAY]

The aim of the course is to raise awareness about the South Yorkshire Safeguarding Adults policy and procedures.

This training is designed to provide participants with information relating to Safeguarding Adults work and their role within it.

The training is aimed at anyone who has regular contact with vulnerable adults, particularly workers or volunteers. This could include:

Care Assistants
Home Care workers
Day Care workers
Support workers
Housing Workers
Housing Wardens
Nurses
PALS staff
Assessment Officers

Admin Workers
Domestic Workers
Gardeners
Cooks
Prison Officers
Bus Escorts
Health Care Assistants
Research staff
Reviewing Officers

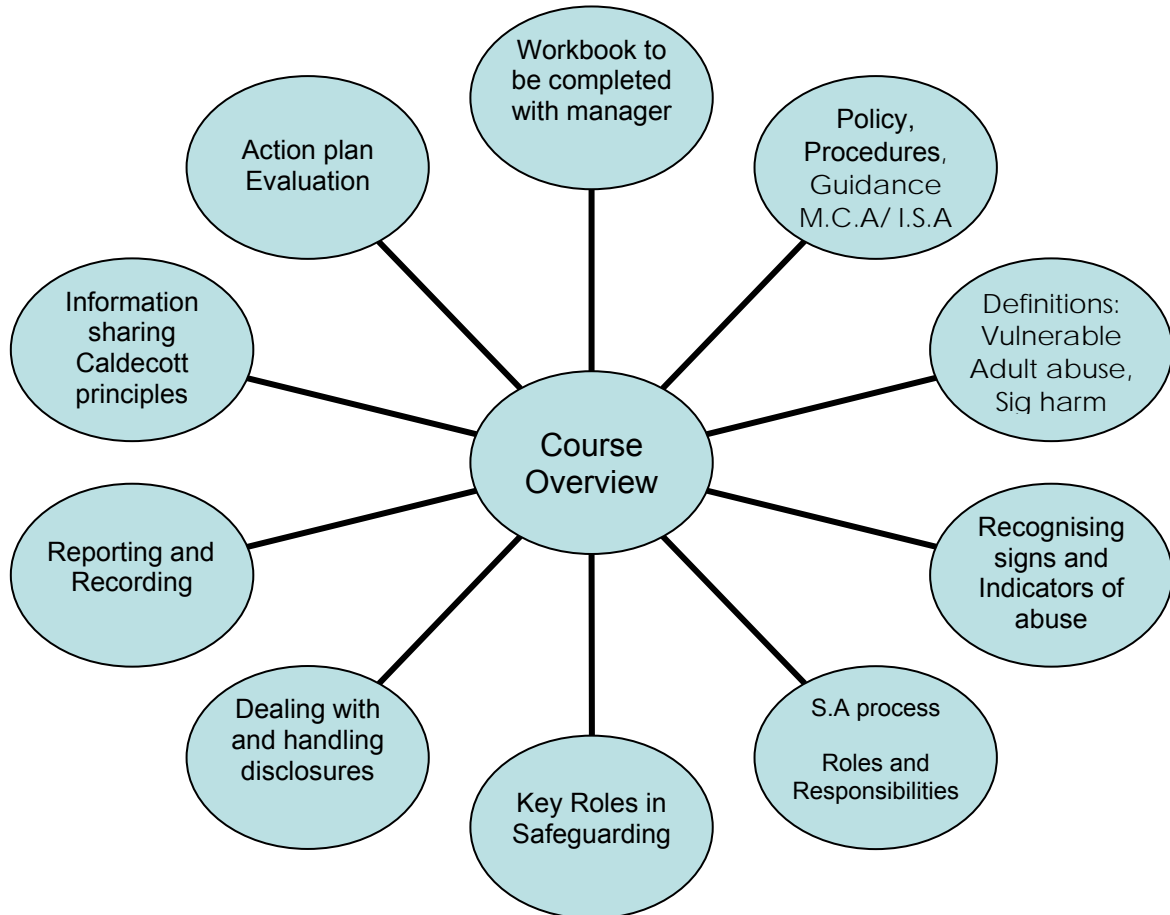
Community Wardens
Advocates
PCSO's,
Advice Workers
Benefits workers
Customer care staff
Volunteers
Social Education staff

Learning Outcomes:

- Define the terms abuse and vulnerable adult
- Outline types of abuse and detail how they would recognise abuse within their work environment
- Explain what to do if they witness or suspect that abuse is taking place

Safeguarding Adults Basic Awareness

Brief Course Overview



Safeguarding Adults Referrers Training

[HALF DAY]

The aim of this course is to provide managers, supervisors and staff who have identified responsibilities as referrers within their organisations.

The training is aimed at managers, supervisors and staff who may make Safeguarding Adults referrals to health and social care managers or the police. This may include people who are referrers into the Safeguarding Adults process or those involved in the management of a service with disciplinary and/or recruitment responsibilities. This could include:

Managers from Residential, Day Care or Community Services
Deputy Managers and Senior Carers
Ward Managers
Community Nurses
Human Resources Staff
Staff who receive referrals

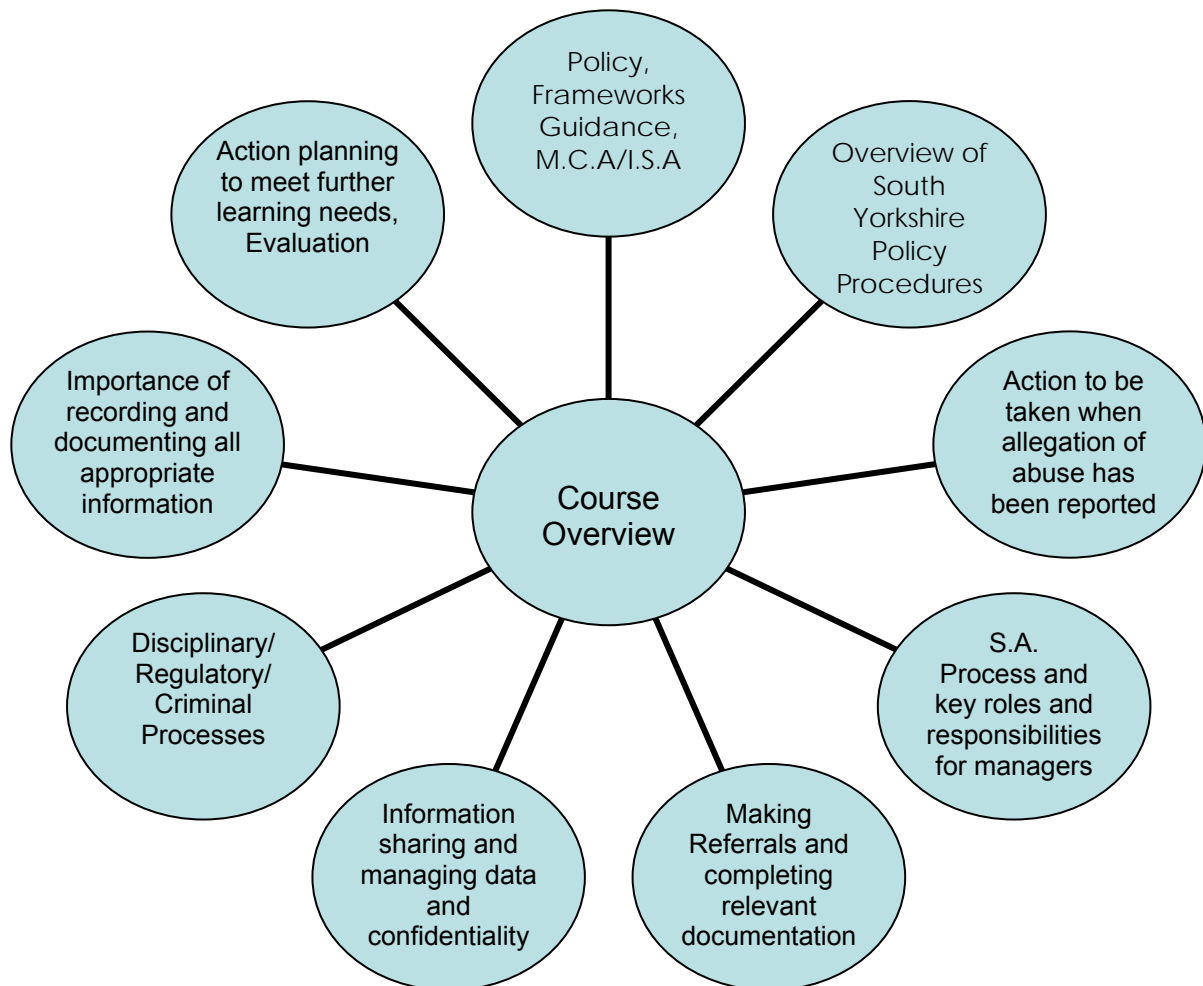
To benefit from this training you should have attended Safeguarding Adults Awareness training and/or demonstrate prior involvement within Safeguarding Adults procedures.

Learning Outcomes:

- Describe the Safeguarding process and roles within it [their own and others]
- Apply eligibility criteria and thresholds for Safeguarding Adults referrals
- Effectively complete appropriate Safeguarding Adults documentation
- Identify issues and learning needs to take back to their own workplace

Safeguarding Adults Referrers Training

Brief Course Overview



Participants will be expected to engage in group discussions and practical exercises

The Impact of Safeguarding Processes on Service Delivery

[FULL DAY]

The aim of this course is to provide health and social care managers with information about the Safeguarding Adults process and an opportunity to explore roles and responsibilities within the process.

The training is aimed at everyone who may be involved in supporting staff and service users within the Safeguarding Adults process; in particular people involved with managing services for vulnerable adults with disciplinary, recruitment and regulatory responsibilities. This may include:

Residential Care Managers

Day Care Managers

Day Services Managers

Domiciliary Care Managers

Deputy Managers and Senior Carers

Ward Managers

Modern Matrons

Community Nurse team leaders

Team Leaders

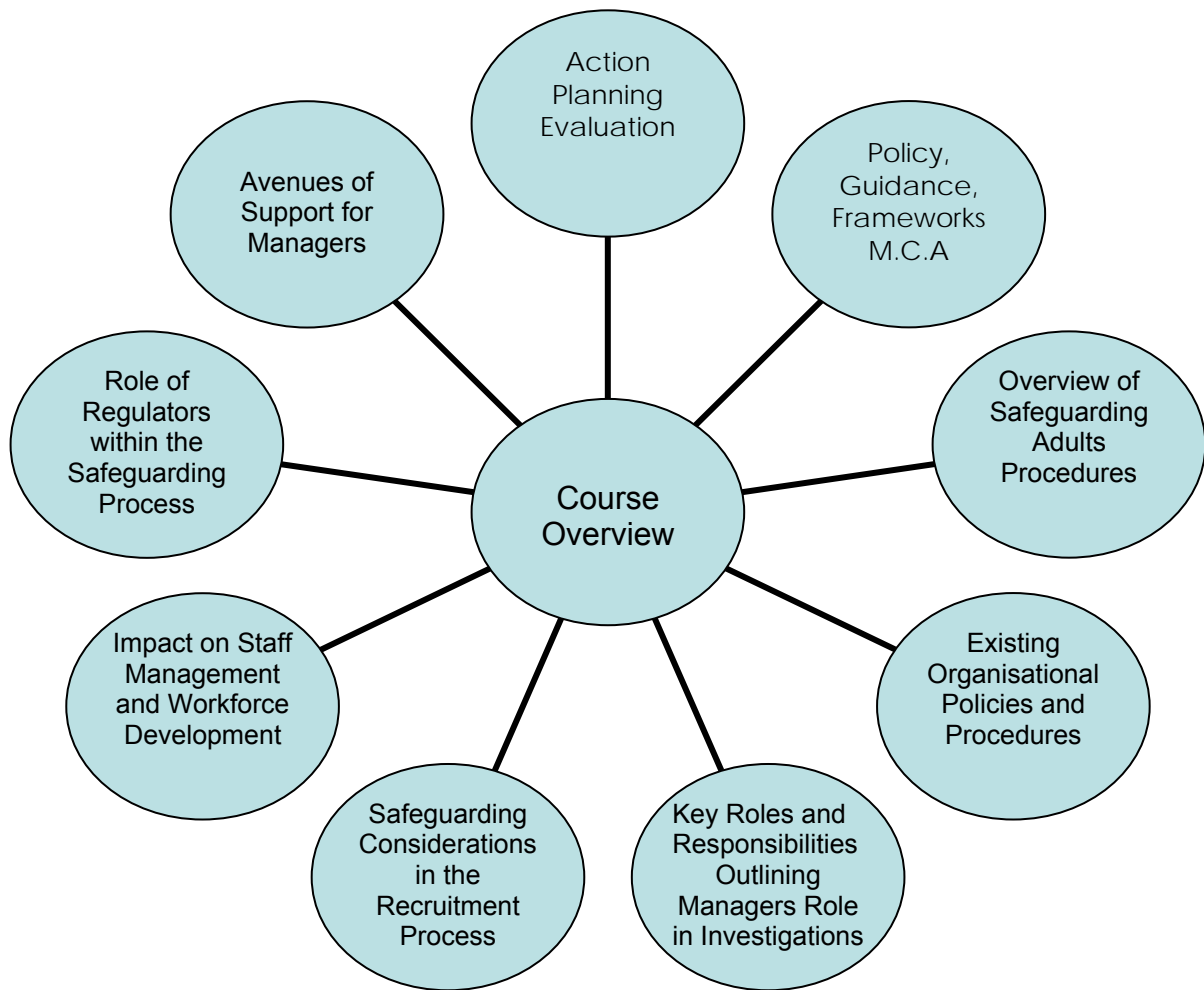
People attending this training must have attended Safeguarding Adults Awareness and Referrers and/or demonstrate prior involvement within Safeguarding Adults procedures

Learning Outcomes:

- Outline the service manager's or team leader role in an active Safeguarding investigation
- Examine the impact of Safeguarding procedures on existing organisational policies and procedures
- Describe the impact of Safeguarding on recruitment, staff management and workforce development
- Explain the role of regulators and contracts in the Safeguarding process
- Produce an individual and organisational action plan

The Impact of Safeguarding Processes on Service Delivery

Brief Course Overview



Participants will be expected to engage in group discussions and practical exercises

Safeguarding Adults Investigation Training

[TWO DAYS]

This two-day training is designed to provide practitioners from health and social care with key information relating to Safeguarding Adults work as well as an opportunity to explore their roles and responsibilities within it. The training is aimed at those who have, or could have, an investigative role within Safeguarding Adults. This may include:

Social Workers
Some Therapists and Specialist Medical Staff
Community Psychiatric Nurses
Community Matrons
Modern Matrons
Divisional Nurses
Police Officers

Ward Managers
Team Leaders
Community Nurses

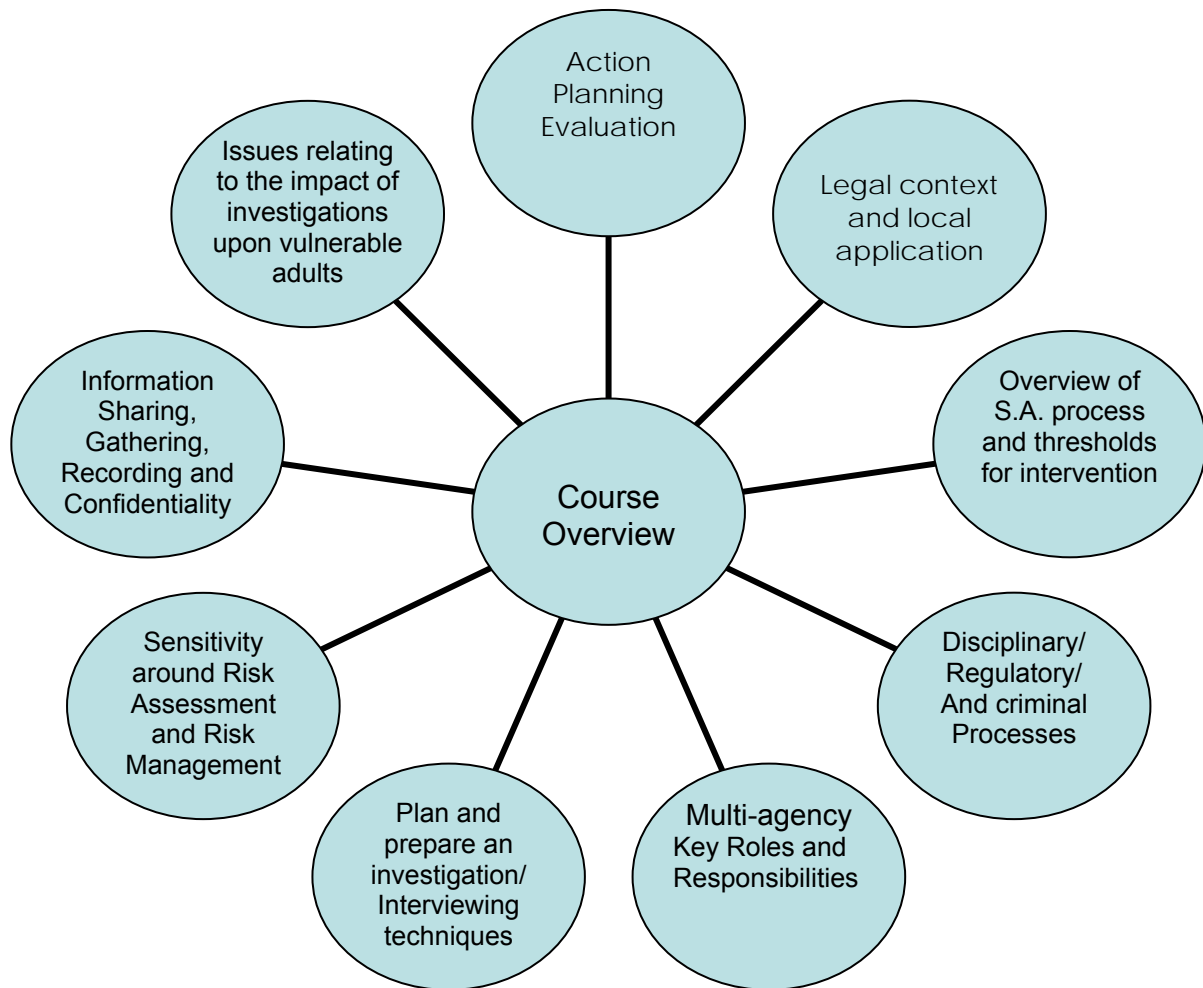
People attending this training must have attended Safeguarding Adults Awareness training and/or be able to demonstrate experience in working within Safeguarding Adults procedures. People attending this training should be aware of “No Secrets” (DoH 2000); “Safeguarding Adults” (A.D.S.S. 2005) and the South Yorkshire Safeguarding Policy and Procedures.

Learning Outcomes:

- Describe legal and other frameworks surrounding Safeguarding Adults work
- Outline joint and organisational roles and responsibilities for investigating Safeguarding concerns
- Explain the principles, processes and best practice skills involved in undertaking investigative work
- Apply learning to professional practice and identify personal and organisational barriers to effective practice

Safeguarding Adults Investigation Training

Brief Course Overview



Participants will be expected to engage in group discussion and practical exercises

Safeguarding Adults - Safeguarding Manager Training

[One day]

The aim of this training is to provide information about the role of the Safeguarding Manager and will provide participants with the opportunity to explore good practice within this role.

This training is aimed at managers from statutory health & social care services and police officers who manage Safeguarding Adults processes. This may include:

Social Work Team Managers
Modern Matrons
P.C.T. Team Managers
Police Officers
Divisional Managers

Ward Managers
Community Nurse Managers

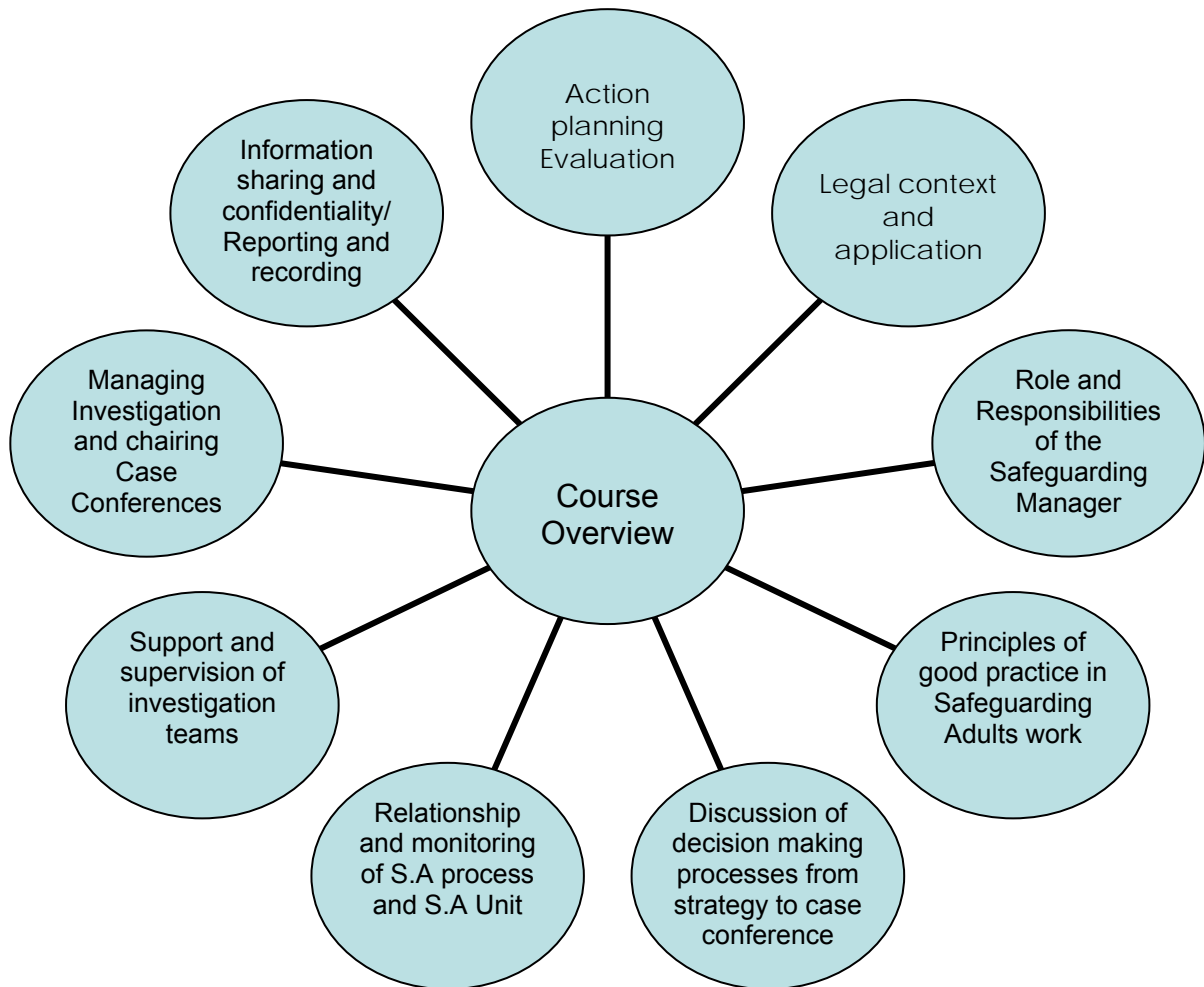
People attending this training must have attended Safeguarding Adults investigators training and/or demonstrate significant experience in working within Safeguarding Adults procedures. People attending this training should be aware of “No Secrets” (DoH 2000); “Safeguarding Adults” (A.D.S.S. 2005) and the South Yorkshire Safeguarding Policy and Procedures.

Learning Outcomes:

- Define the roles and responsibilities of a Safeguarding Manager
- Describe the criteria used to determine thresholds into Safeguarding processes
- List the purpose and outcomes of a strategy meeting
- Outline the Safeguarding Manager’s role in chairing a strategy meeting
- Describe the Safeguarding Manager’s role in supervision, recording and decision-making in the investigative stage

Safeguarding Manager Training

Brief Course Overview



Participants will be expected to engage in group discussion and practical exercises

Working Together to Safeguard Adults

[TWO DAYS]

This training is delivered on a multi-agency and multi-disciplinary basis across South Yorkshire. For 2009/2010 the training will be delivered at South Yorkshire Police and RMBC.

This two-day training is designed to provide practitioners from health and social care and Police with key information relating to Adult Protection/Safeguarding Adults work and to explore their joint roles within it.

The training will be targeted at those who have an investigative role and be attended by workers from all four South Yorkshire Local Authority areas.

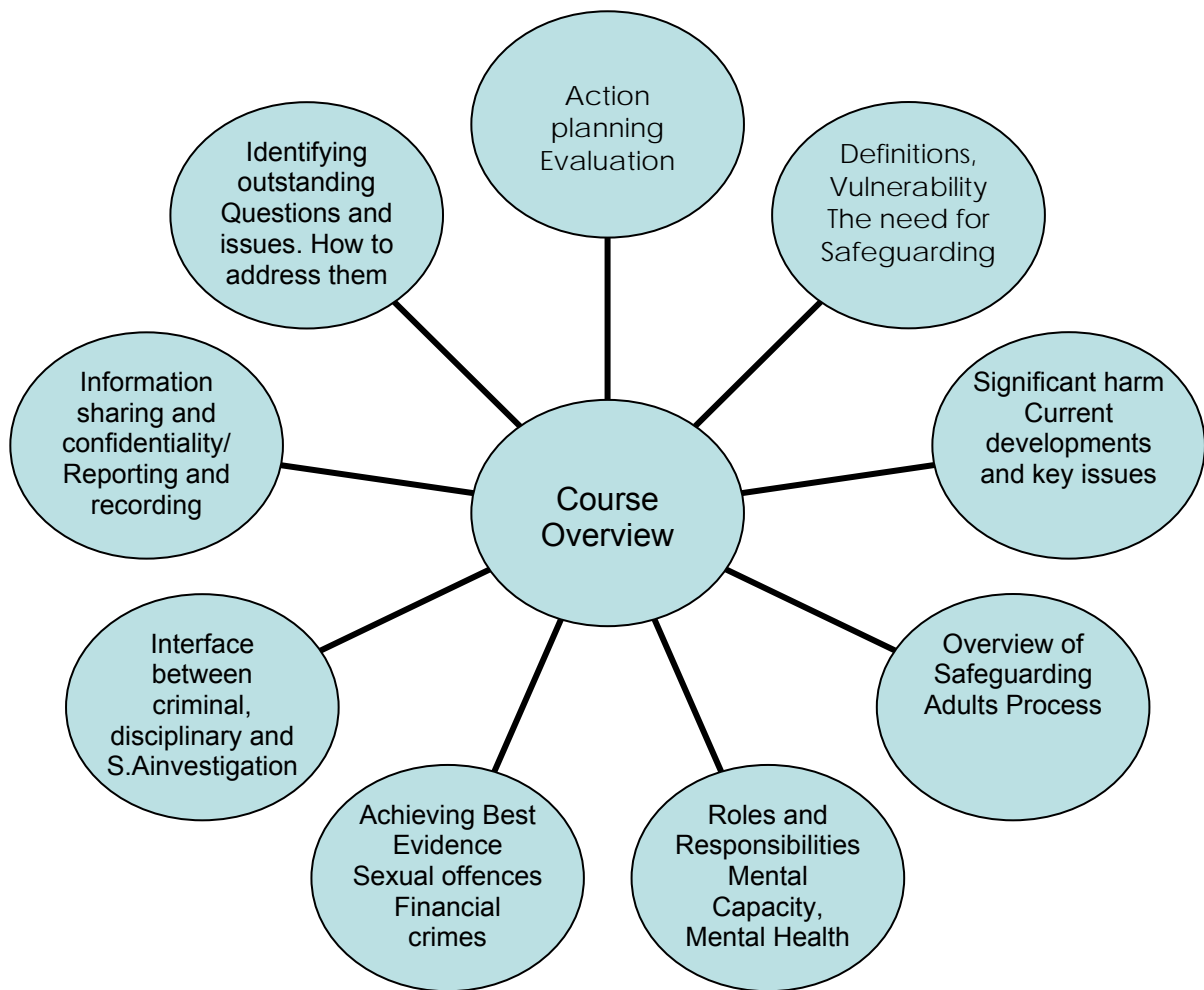
People attending this training must have attended Safeguarding Adults investigators training and/or demonstrate significant experience in working within Safeguarding Adults procedures. People attending this training should be aware of “No Secrets” (DoH 2000); “Safeguarding Adults” (A.D.S.S. 2005) and the South Yorkshire Safeguarding Policy and Procedures.

Learning Outcomes:

- Define vulnerability and which individuals and groups would be included in the definition
- Review their knowledge of the groups included within the vulnerability definition and examine the potential challenges of supporting them to access both protection and criminal processes
- Assess our interpretations of significant harm and examine the impact on practice decisions
- Outline joint and organisational responsibilities for investigating safeguarding Adults concerns
- Examine the legal and other frameworks surrounding Safeguarding Adults
- Apply the learning to current working practices and evaluate the need for an action plan

Working Together to Safeguard Adults

Brief Course Overview



Participants will be expected to engage in group discussion and practical exercises

Safeguarding Adults Information Sessions April 2009 – March 2010

5th May 2009 Carr House Centre Bennetthorpe
15th June 2009 Carr House Centre Bennetthorpe
13th July 2009 Carr House Centre Bennetthorpe
14th September 2009 Carr House Centre Bennetthorpe
12th October 2009 Carr House Centre Bennetthorpe
16th November 2009 Carr House Centre Bennetthorpe
11th January 2010 Carr House Centre Bennetthorpe
22nd February 2010 Carr House Centre Bennetthorpe
29th March 2010 Carr House Centre Bennetthorpe

Two Sessions will be held on each day 9:30am- 10:30am and 11:00am – 12:00pm.

Awareness dates for training from April 2009 – March 2010

5th May 2009 Mexborough Day Centre	10th September 2009 Jade Centre Bentley	17th December 2009 Mexborough Day Centre
11th May 2009 Jade Centre Bentley	21st September 2009 Autism Plus Thorne	11th January 2010 Jade Centre Bentley
21th May 2009 Carr House Centre Bennetthorpe	6th October 2009 Jade Centre Bentley	21st January 2010 RED Centre Balby
2nd June 2009 Mexborough Day Centre	14th October 2009 Autism Plus Thorne	26th January 2010 Mexborough Day Centre
25th June 2009 Autism Plus Thorne	23rd October 2009 Opal Centre Balby	5th February 2010 Jade Centre Bentley
29th June 2009 Opal Centre Balby	2nd November 2009 RED Centre Balby	11th February 2010 RED Centre Balby
7th July 2009 Jade Centre Bentley	11th November 2009 Autism Plus Thorne	22nd February 2010 Mexborough Day Centre
16th July 2009 Jade Centre Bentley	24th November 2009 Opal Centre Balby	10th March 2010 Autism Plus Thorne
22nd July 2009 Autism Plus Thorne	3rd December 2009 Jade Centre Bentley	15th March 2010 RED Centre Balby
2nd September 2009 Carr House Centre Bennetthorpe	7th December 2009 Mexborough Day Centre	25th March 2010 Jade Centre Bentley

Two sessions will be held on each day: 9.15-12.45 or 1.15-4.45

Please indicate on your form which one you wish to attend

Referrers Dates for training from April 2009 – March 2010

6th May 2009 Autism Plus Thorne	3rd November 2009 Jade Centre Bentley
21st May 2009 Jade Centre Bentley	23rd November 2009 RED Centre Balby
1st June 2009 Mexborough Day Centre	10th December 2009 RED Centre Balby
25th June 2009 Jade Bentley	14th December 2009 Mexborough Day Centre
8th July 2009 Autism Plus Thorne	14th January 2010 RED Centre Balby
20th July 2009 RED Centre Balby	26th January 2010 Jade Centre Bentley
10th September 2009 Mexborough Day Centre	11th February 2010 RED Centre Balby
29th September 2009 Opal Centre Balby	24th February 2010 Autism Plus Thorne
6th October 2009 Mexborough Day Centre	8th March 2010 RED Centre Balby
14th October 2009 Carr House Centre Bennetthorpe	17th March 2010 Autism Plus Thorne

Two sessions will be held on each day: 9:15-12:45
Or 1:15-4:45

Please indicate on your form which one you wish to attend

Impact of Safeguarding Processes on Service Delivery Dates for training from April 2009 – March 2010

13th May 2009 Autism Plus Thorne	11th November 2009 Carr House Centre Bennetthorpe
23rd June 2009 Opal Centre Balby	1st December 2009 Jade Centre Bentley
9th July 2009 Jade Centre Bentley	20th January 2010 RED Centre Balby
21st September 2009 Opal Centre Balby	15th February 2010 Jade Centre Bentley
21st October 2009 Autism Plus Thorne	25th March 2010 RED Centre Balby

The course session will run from 9:15-4:30

Investigation Dates for training from April 2009-March 2010

27th/28 May 2009 Carr House Centre Bennetthorpe	24th/25th November 2009 Carr House Centre Bennetthorpe
1st/2nd September 2009 Carr House Centre Bennetthorpe	17th/18th February 2010 Carr House Centre Bennetthorpe

The two day course session will run from 9:15 - 4:30
on each day

Safeguarding Manager Dates for training from April 2009 – March 2010

18th May 2009 Carr House Centre Bennetthorpe	1st December 2009 Carr House Centre Bennetthorpe
10th September 2009 Carr House Centre Bennetthorpe	3rd March 2010 RED Centre Balby

The course session will run from 9:15 - 4:30

Working Together Dates for training from April 2009 – March 2010

28th and 29th April 2009 Niagara House Sheffield
17th and 18th June 2009 Niagara House Sheffield
23rd and 24th September 2009 Niagara House Sheffield
9th and 10th December 2009 Niagara House Sheffield

The two day course session will run from 9:15 – 4:30 each day

Safeguarding Adults Training Booking Form 2009/10

This form must be completed in CLEAR BLOCK CAPITAL Letters to ensure correct details are recorded. All illegible forms will be returned.
To be completed by applicant.



Your Name		
Job Role		
Organisation		
Work Address		
Work Service Area		
Work telephone & email		
Are there any arrangements we need to make to ensure you can fully participate throughout the course? [Loop system, large print materials etc.]		
How did you hear about this course?		
Internet	Manager	Other-please state
<input type="checkbox"/>	<input type="checkbox"/>	

I have read and discussed the learning outcomes with my line manager

YES

NO

SAFEGUARDING ADULTS TRAINING

PRE-COURSE QUESTIONNAIRE

All applicants **MUST** complete this pre-course questionnaire as part of the booking form

The purpose of this questionnaire is to help you to prepare for the training you will be attending. This may be around developing your role and responsibilities in Safeguarding Adults work; or in planning or preparing evidence for qualifications or Continuous Professional Development.

Name _____

What three things do you hope to gain from attending the session?

1.

2.

3.

What is your understanding of the term “Safeguarding Adults”?

How do you think this training will apply to your work practice?

To be completed by applicant's line manager

I have read and discussed the learning outcomes with the applicant and agree to comply with the cancellation charge conditions below.

YES

NO

Manager/Approvers name	
Telephone & email	
Signature	

CANCELLATION CHARGE

There is no cost for the course; however, there will be a £25.00 non-attendance charge to organisations for candidates who do not attend any course without prior notification.

Which Training do you wish to book?

Course Title [please tick]	Awareness		Referrers	
	Impact on service delivery		Investigation	
	Safeguarding Manager		Working Together	
Preferred Date			if awareness, am or pm session?	
Alternative date/s			if awareness, am or pm session?	

Please use this box for any comments or questions you have
[e.g. any particular information you need, what you want to get out of the training etc]

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Equality monitoring

This information is needed so that we can monitor and report the range of people involved in courses. It will be held and used in a way which means that it can not be linked to individuals.

Please circle

Gender: **Male** **Female**

Do you consider yourself to be disabled? **Yes** **No**

Age: **16-24** **25-34** **35-49** **50+**

Ethnicity:

Asian or Asian British:	Bangladeshi	Chinese	Indian
	Pakistani	Other Asian	
Black or Black British:	African	Caribbean	Other black background
Mixed/dual heritage:	White and Asian	White and black African	
	White and black Caribbean		
		Other mixed background	
White:	British	Irish	Other white background

Where to send the completed form

**Post to: *Safeguarding Adults Training, Scarborough House,
Chequer Road. Doncaster DN1 2DB***

Please do not use internal post unless you work for DMBC

Fax to: [01302] 736298

Email to: adultprotectiontraining@doncaster.gov.uk

***For any information and advice contact Brian Leonard [Training BSW]
Tel [01302] 735044 or email brian.leonard@doncaster.gov.uk***