

# Safeguarding Adults Strategy Minute Taking and Recording Full Day Course

## Who should attend?

Anyone who may be involved in minute taking at Safeguarding Adults Executive Strategies or Safeguarding Adult Strategies. Those interested in developing a high standard of minute taking for safeguarding adults would also find this course beneficial. For further information email:

[safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

## Aim

1. To enable staff to develop confidence and skills to produce clear and concise minutes within the safeguarding process
2. To focus on key issues and challenges relating to minute taking, such as, listening and writing at the same time, ensuring clarity and impact, and using common minute taking conventions within safeguarding adult recording systems.
3. To ensure that staff understand the Safeguarding Strategy / Executive Strategy process, legislative context of safeguarding relating to minute taking and the key recording points.
3. To introduce staff to the main terms of Safeguarding Adults in order that they can discern main topic issues from surrounding discussion

## Outcomes

Participants will learn how to:

- Write minutes in an accurate, concise, ordered and logical way
- Become more efficient and confident at safeguarding adult minute taking
- Assimilate information in order to write up minutes with ease
- Present minutes in a clear and understandable format
- Improve Safeguarding Adult partnership communication
- Increase the quality of professional records of meetings

- Reduce the time taken to clarify information

Minute taking is an essential skill of high importance within the safeguarding process, as well as an asset in great demand. Many people struggle with minute taking simply because they have not been given the tools and confidence to do it. There is often pressure on the minute taker to get it right - to produce a clear and concise document that serves as an official record. This training will provide staff with knowledge in a range of skills and techniques to enable them to write up and to present minutes more effectively and confidently.

**To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **23637**

For those **not on SSID** please email [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) or complete and return the training application form.