

# Safeguarding Adults

## Training Programme Brochure

April 2018 – March 2019



**Abuse**  
don't tolerate it  
don't ignore it  
do report it!

# Introduction

Welcome to our training guide for the period April 2018–March 2019. We will be publishing the training guide regularly throughout the year to keep you up to date with training opportunities.



County Durham's Safeguarding Adults Board is committed to providing training at different levels to staff from all statutory, independent and voluntary organisations throughout County Durham. This guide gives details of the different levels of training available, including the aims and objectives and the target audience for each course. This training is provided free of charge (unless otherwise stated) and the taught courses are open to staff from all organisations. **All staff should have completed alerter training prior to attendance at all other training. This can be through attendance at taught courses, or by completing e-learning or workbook**

The training provided at all levels will link closely to County Durham's Interagency Policy and Procedures and reflect Durham's Safeguarding Adults Board's commitment to providing training for staff that (alongside agencies' own training and development) reflects roles and responsibilities in safeguarding adults' arrangements (Care and Support Statutory Guidance).

## How do I apply for training?

First check the aims, objectives and learning outcomes for the course you wish to attend to check that the course will meet your learning needs. If you are unsure about what level of course you should attend please contact Tony Dumighan, Safeguarding Training and Development Officer, by email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) or telephone 03000 264423.

**You must have agreement to attend the training from your manager, before you apply.**

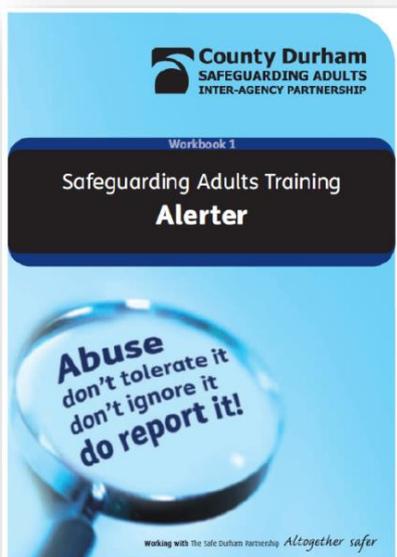
To apply for all training apart from the e-learning training or to complete the alerter workbook, please the link below which will take you to our online booking system. All our training can now be booked through this system, simply by completing your contact details and selecting the date/s required.

If you have any queries at all about this system, please contact us by email;

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

[Click here to go to our online booking system](#)

# Course Information



## Alerter Training Level 1 – Basic Awareness Half Day Course

### Who Should Attend?

All staff and volunteers who either work with or come into contact with adults at risk of abuse. For further information email:

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

### Aims

For participants to have an increased awareness of safeguarding adults processes and procedure, including how to recognise and report abuse and the role of the alerter.

### Outcomes

By the end of this session participants will:

- Be able to identify what abuse is, the different categories of abuse and how and where abuse can occur
- Be able to identify the signs and symptoms of abuse
- Have an understanding of who an 'adult at risk' is
- Understand the roles and responsibilities of the Alerter
- Have an increased awareness of safeguarding adults' procedures and safeguarding processes

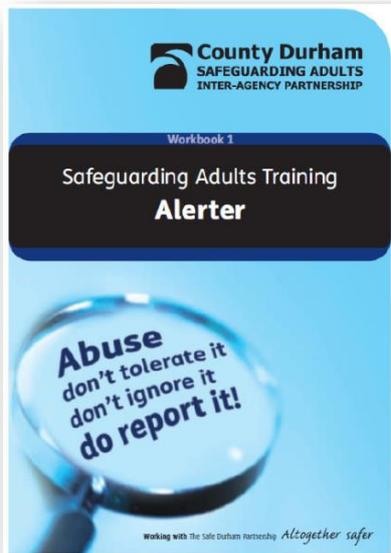
### What the programme will cover

- Who is abused, who abuses, where and how abuse happens.
- Possible indicators of abuse
- Raising the Alert - What to do and what happens?
- Reporting & recording allegations of abuse

## To Book

Please complete the online training application form by clicking here

# Course Information



## Alerter training workbook

### Who should complete the workbook?

Staff who wish to complete the alerter workbook should check with their own organisation whether they should complete alerter training by this method or attend a taught course.

### Aims

The aim of the workbook is to help raise awareness of Safeguarding Adults' policies and procedures in County Durham, including how to recognise and report abuse and the role of the alerter.

### Outcomes

Once you have completed the workbook you will;

- Understand what we mean by safeguarding adults
- Be able to identify the different categories of abuse
- Have an understanding of who an 'adult at risk' is
- Be able to identify the signs and behaviours that may indicate abuse is taking place
- Know where abuse takes place
- Understand the roles and responsibilities of the alerter
- Have an increased awareness of Safeguarding Adults' procedures and how you report your concerns

### What is covered

- What is meant by safeguarding adults and Care Act responsibilities
- What is abuse
- Types of abuse
- Vulnerability factors
- Signs abuse may be taking place
- Recording and reporting concerns

### To Access;

The workbook and assessment page are available to download from the Safeguarding Adults Website Training page, a designated person will need to collect and mark these prior to returning them to us for certification. The marking guidance can be requested by emailing [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

# Course Information



## Managing the Concern Level 2 – How to recognise and report concerns Half Day Course

### Who Should Attend?

Staff from all partner agencies who may receive an alert from a member of staff and who then need to review the information provided, decide whether a safeguarding adults' referral is required and refer as necessary. This is typically managers and supervisors, but may also include those who co-ordinate care.

Clarity regarding the appropriateness of this course for you should be sought from your line manager or from Tony Dumighan, Safeguarding Adults Training and Development Officer. Email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) Tel 03000 264423.

**Please note – prior to applying for this level training participants must either complete the Alerter Training or confirm they have completed this level of training previously.**

### Aims

To enable staff who have responsibility to act when a member of their staff has a concern that someone has been abused to understand their responsibilities within safeguarding/adult protection.

### Outcomes

By the end of this session participants will:

- Understand the legislative context of safeguarding adults and how to ensure the safeguarding principles are applied in their workplace
- Be aware of their responsibilities to prevent abuse from occurring
- Know what action to take if an allegation of abuse is reported to them by member of staff
- Understand what they have to consider when deciding whether to make a safeguarding referral, including the use of the risk threshold tool
- Understand safeguarding adults' processes and procedures and their own responsibilities within these, including supporting the adult at risk and staff involved
- Understand the importance of recording and documenting all information
- Have increased knowledge of the safeguarding processes
- Understand the importance of considering ways to keep the adult at risk safe and prevent abuse occurring

### To Book

Please complete the online training application form by [clicking here](#)

# Course Information



## The Practitioners' role in Safeguarding and Adult Protection Half Day Course

### Who Should Attend?

Practitioners who will be involved in adult protection investigations and who will undertake work as directed by the Lead Officer and those asked to undertake Section 42 enquiries.

Clarity regarding the appropriateness of this course for you should be sought from your line manager or from Tony Dumighan, Safeguarding Adults Training and Development Officer. Email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) Tel 03000 264423.

**Please note – prior to applying for this level training participants must either complete the Alerter Training or confirm they have completed this level of training previously.**

### Aims

For practitioners to understand their roles and responsibilities in safeguarding adults, specifically relating to

- The Care Act
- Durham procedures
- Processes and responsibilities in relation to adult protection and section 42 enquiries in County Durham

### Outcomes

By the end of this session participants will:

- Understand the legislative context of safeguarding within the Care Act and key changes including new categories of abuse
- Know their responsibilities to ensure that Making Safeguarding Personal is embedded into their work and that safeguarding adults is person centred and outcome focused
- Understand S42 enquiries and their role in undertaking them
- Understand their role in a safeguarding strategy
- Understand the safeguarding process and the practitioner's role in an investigation, including assessing capacity, assessment and care planning

### To Book

Please complete the online training application form by [clicking here](#)

## Course Information



# The Providers' role in Safeguarding and Adult Protection

## Half Day Course

### Who Should Attend?

Staff who are providing services to adults, for example in care homes, supported living and hospitals, who provide services for adults with care and support needs and who may be asked to contribute to an adult protection investigation and to complete work by the adult protection lead officer.

Clarity regarding the appropriateness of this course for you should be sought from your line manager or from Tony Dumighan, Safeguarding Adults Training and Development Officer. Email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) Tel 03000 264423.

**Please note – prior to applying for this level training participants must either complete the Alerter Training or confirm they have completed this level of training previously.**

## Aims

For providers to understand their roles and responsibilities in safeguarding adults, specifically relating to

- The Care Act
- Durham procedures
- Processes and responsibilities in relation to adult protection and section 42 enquiries in County Durham

## Outcomes

By the end of this session participants will:

- Understand the legislative context of safeguarding within the Care Act and key changes including new categories of abuse
- Know their responsibilities to ensure that Making Safeguarding Personal is embedded into the work of everyone involved in safeguarding and that safeguarding adults is person centred and outcome focused
- Understand S42 enquiries, the difference between S42 enquiries and Adult Protection Investigations and the provider's role in both
- Understand the provider's role in a safeguarding strategy and what will be required of the provider during the strategy
- Understand the safeguarding process and the provider's role in an investigation, and how this may link to providers other responsibilities, for example disciplinary

### To Book

**Please complete the online training application form by clicking here**

# Course Information



## Durham LSCB eLearning Various Levels

Durham Safeguarding Adults Board is pleased to announce that a number of eLearning courses are now available to SAB partners. [Durham LSCB website elearning courses](#) are hosted by the LSCB.

### **Safeguarding Adults courses include:**

- Safeguarding Adults at Risk
- Mental Capacity Act
- Deprivation of Liberty Safeguards
- Dignity in Care
- Dementia Awareness
- Tissue Viability
- Person Centred Approach in Adult and Social Care Settings

### **Other courses available that are applicable to both children and adults include;**

- Basic Awareness of Child and Adult Sexual Exploitation
- Trafficking, Exploitation and Modern Slavery
- Various safeguarding children courses are also available, including for those who work directly with children and young people and for those who may have occasional contact with children.

This is not a full list of the training. Download [Durham-LSCB-elearning-brochure-2016 \(PDF, 1Mb\)](#) for full details of all the courses available. You will be able to access any courses that are appropriate to your work.

The e-learning courses are for professionals and volunteers and are provided free to all Durham LSCB and SAB partners. Please note that private and for-profit organisations are not able to access the training for free but can purchase the training from the Virtual College website. Details of how to do this are available on the LSCB self-registration page. For private and for-profit organisations free safeguarding training is still available via taught courses, workbook and the [regional training package](#).

### **Registering for the courses**

Visit the [LSCB self-registration site](#) and select the option for registering. SAB partner



organisations who are not Durham County Council staff should register as LSCB partners, following the instructions given on the registration page, including ensuring you use your work email address for registering. [Durham LSCB elearning courses](#). If you have already registered on the site

via the LSCB you will already have access to all the courses.

### **Warning**

**Access to this free training is strictly limited to employees of those departments and organisations listed when registering as LSCB partners. Any unauthorised access will be subject to a personal invoice.**

**For-profit organisations who wish to access the training can do so via the Virtual College website. [Virtual College Website](#)**

# Safeguarding Adults

## Training 2018

April 2018 – March 2019

**County Durham Safeguarding Adults Board: Providing training to staff from all organisations (Statutory and Independent) throughout County Durham.**

**Tony Dumighan**

Training and Communications Officer

☎ 03000 264423

**Please ask us if you would like this document summarised in another language or format.**

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