Welcome to our training guide for the period April 2019–March 2020. 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 the Safeguarding Training and Development Officer, by email: safeguarding_training@durham.gov.uk or telephone 03000 268870.

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 follow the link on each course page to access the list of available courses for that level. Once you have chosen a date for your training, click the link on that row to be taken to our online booking system. All our face to face training can now be booked through this system, simply by completing your contact details. You will receive an email automatically to confirm your booking has gone through.

If you have any queries at all about this system, please contact us by email: safeguarding_training@durham.gov.uk
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

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
To see available dates for this course and book your place, click here
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
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 the Safeguarding Adults Training and Development Officer. Email: safeguarding_training@durham.gov.uk Tel 03000 268870.

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
To see available dates for this course and book your place, click here
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 the Safeguarding Adults Training and Development Officer. Email: safeguarding_training@durham.gov.uk Tel 03000 268870.

Please note – prior to applying for this level training participants must either complete the Alerter & Managing the Alert Training prior to attending this level of training.

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
To see available dates for this course and book your place, click here
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 the Safeguarding Adults Training and Development Officer. Email: safeguarding_training@durham.gov.uk Tel 03000 268870.

Please note – prior to applying for this level training participants must either complete the Alerter & Managing the Alert Training prior to attending this level of training.

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
To see available dates for this course and book your place, click here
Mental Capacity Act (MCA)
Half Day Course

Who Should Attend?
Staff and volunteers who either work with or come into contact with adults at risk of abuse who are unable to make some decisions for themselves. For further information email: safeguarding_training@durham.gov.uk

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 provide an understanding of the Mental Capacity Act and how it applies to people caring for and supporting adults and children 16 and over who are unable to make decisions for themselves.

Outcomes
By the end of this session participants will:
- Have a good understanding of the Mental Capacity Act and other relevant legislation
- Apply your knowledge of the Mental Capacity Act to practice.
- Understand and carry out with confidence a capacity test
- Understand the importance of accurate, evidence-based recording and apply this to practice
- Understand and apply your knowledge to Best Interest decision making
- Understand the process of the Deprivation of Liberty Safeguards (DoLS).
Safeguarding Adults

Training 2019
April 2019 – March 2020

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