

# Safeguarding Adults

## Training 2010 - 2011

April 2010- June 2010

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



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

## Introduction

Welcome to the first of our training guides for the period 2010 -2011. We will be publishing the training guide regularly throughout the year to keep you up to date with training opportunities. This first guide gives you details of the courses available to staff at all levels in all organisations for the period April 2010 – June 2010.

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 and the taught courses are open to staff from all organisations.

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 commitments to the national framework for standards for good practice and outcomes in safeguarding work (Safeguarding Adults – Association of Directors of Social Services, 2005).

### 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 Elaine McClelland, Safeguarding practice officer, by email: [elaine.mcclelland@durham.gov.uk](mailto:elaine.mcclelland@durham.gov.uk) or telephone 0191 383 5171.

You should also have agreement to attend the training from your manager before you apply.

To apply for all training apart from the e-learning and CD-ROM training, please complete and return the application form at the end of this brochure to:

**Rachael Laws**  
**Priory House**  
**Abbey Road**  
**Pity Me**  
**Durham**  
**DH1 5RR**

or email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) Please note, if applying by email we require the same information as requested on the application form.

Details of how staff from the independent and voluntary sector and Durham County Council and Integrated Teams can apply for e-learning are given on page 4.

# **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.

#### **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

#### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **14192**

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.

## Safeguarding Adults – Alerter Training E-learning and CD-ROM

### What is Safeguarding Alerter e-learning?

e-learning is another method of accessing the alerter training available to independent and voluntary sector organisations and Durham County Council and integrated team members. To access the training you will need a computer with an internet connection. The course usually takes a couple of hours to complete, but can be started and stopped at any time to fit in with your workload. Following the online course is very easy. You will only need a basic knowledge of logging on to a computer, accessing the website and using a mouse.

### What is the difference between e-learning and the Safeguarding Adults CD-ROM

The CD-ROM can be used where staff have access to a computer but are unable to access the internet. All independent and voluntary providers will shortly be sent a copy of the new CD-ROM training package. The content is similar to the e-learning. At the end of the CD-ROM participants will be asked to complete a paper based multiple choice assessment and their manager asked to mark this (assessment sheets and marking guidance will be provided with the CD-ROM). On successful completion a certificate will be issued.

### How do I apply to complete the alerter training by e-learning or CD-ROM

For e-learning training staff in the independent and voluntary sector should ask their manager to apply for the training, after agreeing that this is the most appropriate way of them completing the course. Managers should apply via DECHA (Durham Employers Care and Health Alliance) by contacting Anne Surtees at DECHA (Durham Employers Care and Health Alliance) by email: [anne.surtees@durham.gov.uk](mailto:anne.surtees@durham.gov.uk) or telephone 0191 383 3274. They will then be supplied with login user name and password for each member of staff nominated and information on how to access the course.

For Durham County Council and integrated team members please contact Barbara Dent, support officer for e-learning by email: [barbara.dent@durham.gov.uk](mailto:barbara.dent@durham.gov.uk) or telephone 0191 383 3839

All independent and voluntary providers should be receiving copies of the CD-ROM in February. If you are interested in accessing this training by this method please speak to your manager.

# Managing an Alert

## Level 2

### Full 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.

Clarity regarding the appropriateness of this course for you should be sought from your line manager or from Elaine McClelland, Safeguarding Adults Practice Officer. Email [elaine.mcclelland@durham.gov.uk](mailto:elaine.mcclelland@durham.gov.uk) Tel 0191 383 5171.

**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.**

#### Aim

To provide participants with an increased awareness and understanding of Durham's Safeguarding Adults Procedure and in particular, the role and responsibilities of the person receiving an alert.

#### Outcomes

By the end of this session participants will:

- Be able to explain what action they would take if an allegation of abuse was reported to them by a member of staff;
- Understand what they have to consider when deciding whether to make a safeguarding referral and how to make a referral when required;
- Be able to explain how they would support an adult at risk, staff involved in making an allegation, or staff who have allegations made against them;
- Understand the principles of establishing facts and gathering information without investigating;
- Understand the importance of recording all information appropriately.
- Have an increased understanding of safeguarding adults processes and procedures, including what happens after a referral is made.

#### To Book

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **17930**

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.

# Investigation Training

## Level 3 Full Day Course

### Who should attend?

Practitioners from Adult Services (e.g. Care Coordinators, Social Workers), health staff, police officers in vulnerability units, whose role requires that they will be involved in cross agency or inter professional investigative work to protect and work with adults at risk.

Clarity regarding the appropriateness of this course for you should be sought from your line manager or from Elaine McClelland, Safeguarding Adults Practice Officer. Email [elaine.mcclelland@durham.gov.uk](mailto:elaine.mcclelland@durham.gov.uk) Tel 0191 383 5171.

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

### Aim

To provide participants with an increased understanding of the roles and responsibilities of agencies involved in the safeguarding process and how they work together to ensure best practice during a safeguarding investigation.

### Outcomes

By the end of the session participants will be able to:

- Understand the context in which inter-agency staff carry out duties and the importance of joint working.
- Increase skills and knowledge of effective inter-agency working.
- Have an increased knowledge of issues of confidentiality and information sharing.
- Develop skills in working with adults at risk sensitively and effectively throughout the safeguarding process.
- Understand the importance of risk assessment, assessment and care planning as part of the safeguarding process.
- Understand the principles of effective interviewing.

### To Book

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **20270**

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.

# Managing the Safeguarding Process

## Level 4 Full Day Course

### Who should attend?

This course is mandatory for all managers who are required to take the Lead Officer role in managing safeguarding adults referrals.

Please note this course is only open to staff from County Durham Council or Integrated Teams who have Lead Officer role. Clarity regarding this course can be sought from Elaine McClelland, Safeguarding Adults Practice Officer. Email [elaine.mcclelland@durham.gov.uk](mailto:elaine.mcclelland@durham.gov.uk) Tel: 0191 383 5171.

### Aim

For managers of the safeguarding process to develop their skills and competency in respect of their roles and responsibilities throughout the safeguarding process, from receiving the referral through to the debrief

### Outcomes

Managers of the safeguarding process will;

- Have an understanding of process and procedures and their role within this;
- Be able to make judgements and decisions and feed back these decisions appropriately;
- Understand the importance of ensuring the adult at risk is central to the process;
- Understand the roles and responsibilities of all workers and agencies involved;
- Know how to identify appropriate actions required;

#### To Book

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **19971**

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.

**Please note that a date is being arranged for those managers who have not yet completed this training. These managers will be contacted by email about attendance**

## Safeguarding Adults Training 2010/2011

Training is **free** and open to staff from **all** organisations.

**Please note places available for training from April onwards**

Level 1 Training					
Date	Time	Session	Level	Venue	Host
20/04/10	9:30 - 13:00	Alerter	1	Glebe Centre, Murton	Durham County Council
20/04/10	13:30 - 17:00	Alerter	1	Glebe Centre, Murton	Durham County Council
21/04/10	9:30 – 13:00	Alerter	1	Richardson Community Hospital	Durham County Council
21/04/10	13:30 – 17:00	Alerter	1	Richardson Community Hospital	Durham County Council
27/04/10	9:30 – 13:00	Alerter	1	The Groundworks, Stanley	County Durham PCT
27/04/10	13:30 – 17:00	Alerter	1	The Groundworks, Stanley	County Durham PCT
28/04/10	9:30 - 13:00	Alerter	1	Leadership Centre, Spennymoor	Durham County Council
28/04/10	9:30 – 13:00	Alerter	1	Appletree, Lanchester Road	Tees, Esk & Wear Valleys NHS Foundation Trust
28/04/10	13:30 - 17:00	Alerter	1	Leadership Centre, Spennymoor	Durham County Council
05/05/10	9:30 – 13:00	Alerter	1	Aycliffe Young Peoples Centre	Durham County Council
05/05/10	13:30 – 17:00	Alerter	1	Aycliffe Young Peoples Centre	Durham County Council
11/05/10	9:30 – 13:00	Alerter	1	Appleton House, Lanchester Road	County Durham PCT
11/05/10	13:30 – 17:00	Alerter	1	Appleton House, Lanchester Road	County Durham PCT
13/05/10	9:30 – 13:00	Alerter	1	Stanley Education Centre	Durham County Council
13/05/10	9:30 – 13:00	Alerter	1	Appletree, Lanchester Road	Tees, Esk & Wear Valleys NHS Foundation Trust
13/05/10	13:30 – 17:00	Alerter	1	Stanley Education Centre	Durham County Council
18/05/10	9:30 – 13:00	Alerter	1	The Greenhouse, Stanley	Durham County Council
18/05/10	13:30 – 17:00	Alerter	1	The Greenhouse, Stanley	Durham County Council
21/05/10	9:30 – 13:00	Alerter	1	Dr Piper House, Darlington	County Durham PCT
21/05/10	13:30 – 17:00	Alerter	1	Dr Piper House, Darlington	County Durham PCT
24/05/10	9:30 –	Alerter	1	Appleton House,	Durham County Council

	13:00			Lanchester Road	
24/05/10	13:30 – 17:00	Alerter	1	Appleton House, Lanchester Road	Durham County Council
26/05/10	9:30 – 13:00	Alerter	1	The Greenhouse, Stanley	Durham County Council
26/05/10	13:30 – 17:00	Alerter	1	The Greenhouse, Stanley	Durham County Council
07/06/10	9:30 – 13:00	Alerter	1	Fern Court, Peterlee	County Durham PCT
07/06/10	13:30 – 17:00	Alerter	1	Fern Court, Peterlee	County Durham PCT
11/06/10	9:30 – 13:00	Alerter	1	Leadership Centre, Spennymoor	Durham County Council
11/06/10	13:30 – 17:00	Alerter	1	Leadership Centre, Spennymoor	Durham County Council
15/06/10	9:30 – 13:00	Alerter	1	Appletree, Lanchester Road	Tees, Esk & Wear Valleys NHS Foundation Trust
16/06/10	9:30 – 13:00	Alerter	1	Chester-le-Street Community Hospital	Durham County Council
16/06/10	13:30 – 17:00	Alerter	1	Chester-le-Street Community Hospital	Durham County Council
17/06/10	9:30 – 13:00	Alerter	1	The Greenhouse, Stanley	Durham County Council
17/06/10	13:30 – 17:00	Alerter	1	The Greenhouse, Stanley	Durham County Council
23/06/10	9:30 – 13:00	Alerter	1	Bede House, Belmont	Durham County Council
23/06/10	13:30 – 17:00	Alerter	1	Bede House, Belmont	Durham County Council
25/06/10	9:00 – 12:30	Alerter	1	Aycliffe Young Peoples Centre	Durham County Council
25/06/10	13:00 – 16:30	Alerter	1	Aycliffe Young Peoples Centre	Durham County Council
28/06/10	9:30 – 13:00	Alerter	1	Stanley Education Centre	Durham County Council
28/06/10	13:30 – 17:00	Alerter	1	Stanley Education Centre	Durham County Council

**Level 2 Training**

<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
07/05/10	09:30 – 16:30	Managing an Alert	2	Aycliffe Young Peoples Centre	Durham County Council
19/05/10	09:30 – 16:30	Managing an Alert	2	Richardson Community Hospital	Durham County Council
09/06/10	09:30 – 16:30	Managing an Alert	2	Glebe Centre, Murton	Durham County Council
21/06/10	09:30 – 16:30	Managing an Alert	2	Leadership Centre, Spennymoor	Durham County Council

**Level 3 Training**

<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
26/04/10	09:30 – 16:30	Investigation Training	3	Aycliffe Young Peoples Centre	Durham County Council
28/05/10	09:30 – 16:30	Investigation Training	3	Leadership Centre, Spennymoor	Durham County Council
30/06/10	09:30 – 16:30	Investigation Training	3	Glebe Centre, Murton	Durham County Council

## Application for Safeguarding Adults Training

Name:

Job Title:

Organisation Title:

Work Address:

Please tick the organisation you work for:

DCC	TEWV	NHS DARLINGTON	NHS DURHAM	ACUTE TRUST	INDEPENDENT SECTOR	VOLUNTARY SECTOR

Home Address:

Contact number:

Email Address:

Title of session:

Preferences for course date

**Please discuss attendance on this course with your manager and ensure there is sufficient cover to let you attend the course before you select a date.**

	DATE	VENUE	A.M. SESSION	P.M. SESSION
1 <sup>st</sup> CHOICE				
2 <sup>nd</sup> CHOICE				
3 <sup>rd</sup> CHOICE				

If you are attending a half day course please tick **AM** or **PM** as many courses have two sessions in one day.

Please return completed forms to:

Rachael Laws  
Priory House  
Abbey Road  
Pity Me  
Durham  
DH1 5RR

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

# Safeguarding Adults

## Training 2010 - 2011

April 2010 – June 2010

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

**Elaine McClelland**

Safeguarding Adults Practice Officer

☎ 0191 383 5171

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

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polski (Polish) ਪੰਜਾਬੀ (Punjabi) Español (Spanish)  
বাংলা (Bengali) हिन्दी (Hindi) Deutsch (German)  
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(0191) 383 5204



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