

# Safeguarding Adults

## Training 2011

June 2011 – March 2012

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 our training guide for the period February – September 2011. 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 and the taught courses are open to staff from all organisations. **Training should be attended in consecutive order for example Level 1 of a module should be attended prior to Level 2 and Alerter Training should be completed prior to attendance at all other training.**

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) and 'No Secrets' (2000).

By Spring 2011 training will be accredited and accessible nationally. Candidates will have the option to pay for accredited courses. Assessment for accredited courses will involve comparing and contrasting / critical analysis of the agencies process for safeguarding against County Durham Procedures. If working within County Durham non accredited training will remain free of charge.

### 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 Deborah Barnett, Safeguarding Training and Communications Officer, by email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) or telephone 0191 383 5251.

If working within County Durham you must 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 – see description for application details. A workbook is also available for all staff who can not attend face to face training. You can obtain a copy via the Training section of the website: [www.safeguardingdurhamadults.info](http://www.safeguardingdurhamadults.info)**

**If you are undertaking accredited training please observe the process in the Programme Handbook obtained via Teesside University.**

# **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**

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 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 sector 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. This is typically managers and supervisors, but may also include those who co-ordinate care. Available to anyone undertaking accredited training

Clarity regarding the appropriateness of this course for you should be sought from your line manager or from Deborah Barnett, Safeguarding Adults Practice Officer. Email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) Tel 0191 383 5251.

**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
- Identify safeguarding adults processes and procedures relating to managing an alert 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 Deborah Barnett, Safeguarding Adults Practice Officer. Email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)  
Tel 0191 383 5251.

**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:

- Identify 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 and identify key roles within the process.
- Identify issues of confidentiality and information sharing throughout the safeguarding process.
- Develop skills in working with adults at risk sensitively and effectively throughout the safeguarding process.
- Identify the importance of risk assessment / management and assessment and care planning as part of the safeguarding process.
- Identify 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.

# Lead Officer Training

## Level 4

### Full Day Course

#### Who should attend?

This course is a new course 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 responsibilities, unless undertaking accredited training. Clarity regarding this course can be sought from Deborah Barnett Safeguarding Adults Practice Officer. Email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk) Tel: 0191 383 5251.

#### 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 closure and debrief

#### Outcomes

Managers of the safeguarding process will;

- Identify processes and procedures and their role within this
- Demonstrate their ability to make judgements and decisions and feed back these decisions appropriately
- Identify the importance of ensuring the adult at risk is central to the process
- Identify the roles and responsibilities of all workers and agencies involved
- Know how to identify appropriate actions required
- Demonstrate the required minute taking and recoding standards

#### 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.

# **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.

# **Safeguarding Adults Easy Read Information and Training for People who are eligible for Community Care Services – Full Day Course**

## **Easy Read Documents Available as a Resource**

Staying Safe

Stop Abuse Now

What happens when abuse is reported?

## **Aim**

**To assist staff from all organisations in delivering safeguarding adult sessions to service users and carers. This may be particularly useful for people who work in Day Services, Sheltered Accommodation or any organisation where people who are eligible for community care services attend. To provide Safeguarding Adult training material that staff can use with individuals or groups.**

For further information email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

## **Outcomes**

- To empower service users by increasing independent decision making skills in relation to staying safe and responding to abuse situations by seeking appropriate support and assistance
- To ensure that key safety measures, contact details and information regarding the safeguarding process are explored with those people who are eligible for community care services
- To enable professionals to deliver group work and individual sessions with service users and carers, open discussion, role play and utilise tools / contacts available

## **Target Participants**

Staff who work with groups within community resources such as local colleges, universities, community centres, residential homes, day services, sheltered accommodation, work and education schemes and other resources where potential adults who are vulnerable or at risk may.

## Background Information/Delivery

The Improvement and Development Agency, Social Care Institute for Excellence, the British Association of Social Work and Women's Aid are working together to develop a body of knowledge in best practice relating to supporting vulnerable people who have experienced abuse with difficult decision making. For example, 'how are vulnerable adults best supported in decision making to enable them to take control'.

A study of effectiveness of arrangements to safeguard adults from abuse (CSCI 2008) identified that some people can feel carried along by the safeguarding process and lose or lack control and whilst Durham Safeguarding Adults Service has received positive feedback from people who have experienced the process with regard to being safeguarded, however, there remains a lack of clarity about what the process entails.

Safeguarding Adults (2005) identifies that the partners training strategy should include training that is tailored for service users and carers, for example, how to make a complaint about abuse or neglect.

A leaflet called, 'Explaining the safeguarding process for victims and carers' has been designed as a result of the identified need for more information for service users and carers. Three easy read documents were also designed with 'Stop Abuse Now' and 'Keeping Safe' having a particular training element to them.

The easy read documents will raise individual awareness about what abuse is, who is eligible for safeguarding, how to report abuse and how to keep safe. It is hoped that professionals working in a variety of community resources will utilise these easy read documents to stimulate further discussion, role play and information sharing to both ensure that service users are aware of safeguarding referral and support available. This will serve to provide a forum for open discussion with regard to issues of adult safeguarding, raise awareness and instil confidence in people with regard to the process. Importantly contact details for reporting abuse will be distributed more widely.

Methods of delivery will be:

- Individuals who are able can work through training booklets and will receive a certificate when they return their details to the Safeguarding Adults team.
- Groups will work together utilising the booklets, as well as role play, discussion and question / answer sessions
- The third booklet will be used to inform service users of the process once abuse has been disclosed. This should be provided upon disclosure and utilised by the staff member to ensure that the service user is aware of the process / stage of the process and relevant information required during each stage.

## Training Materials

- Staying Safe – Easy Read
- Stop Abuse Now – Easy Read
- What Happens when Abuse is Reported – Easy Read

### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **23654**

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 and Domestic Abuse

## Level 1 & 2 - 2 Day Course

### Who should attend?

All staff that have contact with a person who might be considered an 'Adult at Risk' (Two day course). Those working within Domestic abuse services would benefit from day two of the training. For further information email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

### Aim

For participants to have an increased awareness of safeguarding adults processes and procedure in relation to Domestic Abuse, including how to recognise and report abuse, Domestic Abuse referral process and the role of the Alerter.

**Day 1:** Basic Domestic Abuse Training and referral routes in County Durham

**Day 2:** The relationship between Safeguarding Adults, Domestic Abuse, MAPPA, MARAC, SARC and other Durham based resources and the decision making process for referral.

### Outcomes

By the end of this session participants will:

- Be alert to the signs and symptoms of domestic abuse
- Have an understanding about who is an 'adult at risk' and who may require the support of domestic abuse services
- Be able to identify the different categories of domestic abuse
- Be clear about the roles and responsibilities of the 'Alerter' and their importance within the referral process in dealing with and passing on information regarding potential domestic abuse
- Have a raised awareness of Safeguarding Adults issues in relation to domestic abuse
- To have an understanding of referral routes to outreach services and other Durham based resources
- To have a raised awareness of the MARAC and MAPPA process and referral routes.
- To raise awareness of MAPPA, MARAC and SARC
- To identify and understand appropriate communication in relation to domestic abuse and the Safeguarding Adults process

## Delivery

This training programme will contain a combination of teaching input:

- Powerpoint slides
- Videos
- Case studies
- Form completion
- Experiential learning
- Peer discussion
- Question and answers
- Quizzes and questionnaires
- Handouts and links

## Training Materials

- Copy of presentation / slides
- Video
- Flow charts of safeguarding process
- Risk Support Tool
- Handouts – Relevant policies and procedures
- Quiz to reflect on learning
- Case studies and questions
- Useful contact details

### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID's are level 1 **23638** and level 2 **23639**.

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, Substance Misuse and Domestic Abuse Level 1 & 2 - 2 Day Course**

## **Who should attend?**

Staff who work within Substance Misuse Services (Both Drug and Alcohol Services) and **who have completed Alerter Training**.

Staff who are in an assessment role and who have completed Alerter training.

Training is about the assessor's role in relation to safeguarding adults and identifies the processes and responsibilities at each stage of the safeguarding adults process.

For further information email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

## **Aim**

To provide clarity regarding what is and is not a safeguarding case within Substance Misuse Services.

To provide clarity regarding the definition of who is an adult at risk.

To identify the reporting process and time scales.

To clarify the interface between Safeguarding and Domestic Abuse services.

To clarify the interface between Safeguarding, Substance Misuse and other services.

To clarify what is required when recording safeguarding adult issues within assessment and other processes – IT and paper based.

## **Outcomes**

By the end of the training participants will:

- Have greater awareness of the interface between substance misuse and safeguarding
- Have some knowledge of different models of intervention and how this affects safeguarding decisions
- Identify the wider safeguarding reporting issues relating to people who use Substance Misuse services
- Identify risk assessment and management tools and processes

- Identify methods and theories used to prevent abuse from occurring within substance misuse services and demonstrate an ability to utilise these in practice
- Understand the safeguarding process and reporting / recording requirements in relation to service user risk to self and other potential adults at risk.
- have greater awareness of the interface between substance misuse, domestic violence and safeguarding

## Delivery

This training programme will contain a combination of teaching input:

- Powerpoint slides
- Case studies
- Form completion
- Experiential learning
- Peer discussion
- Question and answers
- Quizzes and questionnaires
- Handouts and links

In addition to 'trainer led' learning participants are expected to:

- Use the opportunity to share knowledge and experiences around safeguarding adults and social work practice
- Identify ways of utilising social work tools to prevent abuse from occurring and protect a person requiring safeguarding from abuse
- Reflect on any value issues that may arise in relation to the training, process or practice
- Further develop skills in anti-discriminatory practice
- Consider the complexities and sensitivities involved in safeguarding adult cases and the social work process
- Explore the need to empower individuals to utilise their own strengths and resources and demonstrate the least restrictive practice.

## Training Materials

- Copy of presentation / slides
- Flow charts of safeguarding process
- Risk Support Tool
- Handouts – Relevant policies and procedures
- Quiz to reflect on learning
- Case studies and questions

### To Book

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID's are level 1 **23640** and level 2 **23641**

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, Mental Capacity Act, Assessment and Legal Process**

## **Full Day Course**

### **Who should attend?**

Staff who are in a Social Work / Care Co-ordinator role and who have completed Alerter training and Mental Capacity Act Training (Online, work booklets or face to face).

Staff who are in an assessment role and who have completed Alerter training and Mental Capacity Act Training.

Training is about the assessors' role in relation to safeguarding adults and identifies the processes and responsibilities at each stage of the safeguarding adults process. For further information email:

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

### **Aim**

To provide participants with an increased awareness of how the Mental Capacity Act impacts upon safeguarding adults process.

To increase awareness of Deprivation of Liberty Safeguards, associated legal processes and procedures.

To increase awareness of how safeguarding is incorporated into the care management/co-ordination/assessment role and how assessment and care planning is seen as a fundamental aspect of the safeguarding process.

### **Outcomes**

By the end of the training participants will:

- Be able to understand and identify the key concepts of capacity and best interests as they relate to those deemed to be 'adults at risk'.
- To identify how the Mental Capacity Act supports the safeguarding process.
- To identify how the Mental Capacity Act requirements form part of the safeguarding adults procedures.
- Have an increased understanding of key aspects of the Mental Capacity Act including Deprivation of Liberty, Lasting Power of Attorney, the role of the Court Appointed Deputy and the Court of Protection and demonstrate the use of legal process.
- Be able to identify when to involve an Independent Mental Capacity Advocate in the process.
- Identify the roles and responsibilities of the Social Worker / Care Co-ordinator / Assessor.

## Delivery

- Powerpoint slides
- Case studies
- Form completion
- Experiential learning
- Peer discussion
- Question and answers
- Quizzes and questionnaires
- Handouts and links

In addition to trainer led learning participants are expected to:

- Use the opportunity to share knowledge and experiences around safeguarding adults and social work practice.
- Identify ways of utilising social work tools to prevent abuse from occurring and protect a person requiring safeguarding from abuse.
- Reflect on any value issues that may arise in relation to the training, process or practice.
- Further develop skills in anti-discriminatory practice.
- Consider the complexities and sensitivities involved in safeguarding adult cases and the social work process.
- Explore the need to empower individuals to utilise their own strengths and resources and demonstrate least restrictive practice.

## Training Materials

- Copy of presentation/slides
- Flow charts of safeguarding process
- Mental capacity assessment tool
- Risk Support Tool
- Handouts – Relevant policies and procedures
- Quiz to reflect on learning
- Case studies and questions

### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **23655**

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 Serious Case Review Full Day Course**

## **Who should attend?**

Lead Officers and Senior Managers who may be involved in Serious Case Reviews (SCR). Anyone undertaking Accredited Training. For further information email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

## **Aim**

To enable staff to understand the process for Serious Case Reviews and record in a consistent format. To recognise the need to look openly and critically at organisational practice, and contribute toward recommendations to improve future practice.

## **Outcomes**

By the end of the session participants will have:

- To identify the types of lessons learned from National Cases
- Developed an understanding of their role and responsibilities as described in national and local SCR guidance and demonstrate practical knowledge of roles and responsibilities
- Explored how an Independent Management Review informs a Serious Case Review and the role of the SCR panel in the process
- Consider the practicalities of conducting a Serious Case Review.
- Identify how to develop SMART recommendations and action plans
- Explore Durham County Council SCR policies and critically analyse content
- Considered the impact of the SCR process on staff and how to maximise the potential for learning
- Explored issues and themes arising from analysis of SCRs including interface working with partner organisations

## **Delivery**

- Powerpoint slides
- Case studies / videos
- Form completion
- Experiential learning
- Peer discussion
- Question and answers
- Quizzes and questionnaires
- Handouts and links

## Training Materials

- Copy of presentation/slides
- Flow charts of Serious Case Review process
- Forms and formats of recording
- Tool for looking at Lessons Learnt
- Case Studies – press
- Handouts – Relevant policies and procedures
- Quiz to reflect on learning
- Case studies and questions

### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **23650**

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.

# **Achieving Best Evidence, Communication and Recording 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. Available to anyone undertaking accredited training. For further information email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

## **Aim**

To provide participants with the opportunity to enhance their knowledge and skills in the effective interviewing and support of adults at risk.

## **Outcomes**

This course is designed to enable participants to:

- Demonstrate knowledge of the relevant Achieving Best Evidence (ABE) legislative frameworks, in relation to their roles and responsibilities
- Describe the key issues to consider when an investigation is being planned and undertaken
- Demonstrate skills in the interviewing of vulnerable/intimidated witnesses in accordance with the guidance framework and good communication skills throughout the safeguarding process
- Recognise and apply the principles of multi-agency working
- Develop strategies for planning and co-ordinating interviews
- Describe the requirements for the support and preparation of witnesses
- Recognise the emotional impact of the work and identify support systems.

## Delivery

- Powerpoint slides
- Case studies / video
- Form completion
- Experiential learning
- Peer discussion
- Question and answers
- Quizzes and questionnaires
- Handouts and links

## Training Materials

- Copy of presentation/slides
- Video
- Forms and formats of recording
- Links
- Case Studies – press
- Handouts – Relevant policies and procedures
- Quiz to reflect on learning
- Case studies and questions

### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **23651**

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 - Risk, Risk Assessment and Management

## Full Day Course

### Who should attend?

This course is for anyone working with adults at risk and who would be required to undertake assessment. For further information email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

### Aim

To enable participants to understand what 'risk' is and how to bring risk assessment and safeguarding strategy action planning together to form a comprehensive plan that is both protective and preventative.

### Outcomes

For participants to:

- Recognise what we mean by risk and risk management
- Create assessments that contribute toward the protection of adults at risk and identify issues for concern earlier in the process
- Understand the roles and responsibilities that practitioners have in preventing abuse
- Utilise existing recording processes to create comprehensive risk management that supports the safeguarding process and ultimately the protection of adults at risk
- Utilise tools within practice that could enable further clarity for the safeguarding strategy and protection plans
- Ensure that the assessment process supports rather than impedes investigative process
- Critically analyse their assessments following the outcome of safeguarding strategies

## Delivery

- Powerpoint slides
- Case studies / videos
- Form completion
- Experiential learning
- Peer discussion
- Question and answers
- Quizzes and questionnaires
- Handouts and links

## Training Materials

- Copy of presentation/slides
- Forms and formats of recording
- Links
- Case Studies – press
- Handouts – Relevant policies and procedures
- Quiz to reflect on learning
- Case studies and questions

### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **23653**

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 from Financial and Material Abuse

## Full Day Course

### Who should attend?

This course is for anyone working with adults at risk and who would be required to alert, refer or assess financial issues relating to an adult at risk. For further information email: [safeguarding\\_training@durham.gov.uk](mailto:safeguarding_training@durham.gov.uk)

### Aim

To provide staff with a wider understanding of Financial / Material Abuse and to differentiate between safeguarding matters and / or fraud issues and theft.

### Outcomes

For staff to:

- Have a greater understanding of what constitutes a safeguarding matter within financial / material abuse situations.
- To recognise the safeguarding issues relating to Direct Payments and Independent Budgets and the Personalisation Agenda
- To have a basic knowledge of legal powers relating to financial / material abuse
- To recognise the impact of financial / material abuse on a person
- To recognise referral routes and appropriate support

### Delivery

- Powerpoint slides
- Case studies / video
- Form completion
- Experiential learning
- Peer discussion
- Question and answers
- Quizzes and questionnaires
- Handouts and links

## Training Materials

- Copy of presentation/slides
- Forms and formats of recording
- Links
- Video
- Case Studies – press
- Handouts – Relevant policies and procedures
- Quiz to reflect on learning
- Case studies and questions

### **To Book**

Staff from Durham County Council—nominations should be made via the Supervision and Appraisal Section of SSID. The course SSID ID is **23652**

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.

Training is **free** and open to staff from **all** organisations. Accredited training will be charged through the University of Teesside.

**Please note places available for training from February 2011 onwards**

<b>Alerter Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
06/06/11	13:00 – 16:30	Alerter	1	Education Centre, <b>FULL</b> Lanchester Road Hospital	Durham County Council
09/06/11	9:00 – 12:30	Alerter	1	Aycliffe Young Peoples Centre	Durham County Council
13/06/11	13:00 – 16:30	Alerter	1	Glebe Centre, Murton <b>FULL</b>	Durham County Council
20/06/11	13:00 – 16:30	Alerter	1	Education Centre, Lanchester Road Hospital	Durham County Council
27/06/11	13:00 – 16:30	Alerter	1	Aycliffe Young Peoples Centre	Durham County Council
28/06/11	9-12	Alerter	1	Darlington Memorial Hosp. Room 1	CDDFT
28/06/11	1-4	Alerter	1	Darlington Memorial Hosp. Room 1	CDDFT
29/06/11	9-12	Alerter	1	Fern Court, Room 6	CDDFT
29/06/11	1-4	Alerter	1	Fern Court, Room 6	CDDFT
04/07/11	13:00 – 16:30	Alerter	1	Green Lane, Spennymoor Conference Room 2	Durham County Council
11/07/11	13:00 – 16:30	Alerter	1	Glebe Centre, Murton	Durham County Council
18/07/11	9:00 – 12:30	Alerter	1	Stanley Education Centre	Durham County Council
18/07/11	13:00 – 16:30	Alerter	1	Stanley Education Centre	Durham County Council
25/07/11	13:00 – 16:30	Alerter	1	Green Lane, Spennymoor Conference Room 1	Durham County Council
28/07/11	9-12	Alerter	1	UHND, Room 2	CDDFT
28/07/11	1-4	Alerter	1	UHND, Room 2	CDDFT
01/08/11	13:00 – 16:30	Alerter	1	Education Centre, Lanchester Road Hospital	Durham County Council
02/08/11	9:00 – 12:30	Alerter	1	Glebe Centre, Murton	Durham County Council
02/08/11	13:00 – 16:30	Alerter	1	Glebe Centre, Murton	Durham County Council
08/08/11	13:00 – 16:30	Alerter	1	Education Centre, Lanchester Road Hospital	Durham County Council
15/08/11	13:00 – 16:30	Alerter	1	Aycliffe Young Peoples Centre	Durham County Council

16/08/11	9-12	Alerter	1	Bishop Auckland Hospital, Sem. Room 1	CDDFT
16/08/11	1-4	Alerter	1	Bishop Auckland Hospital, Sem. Room 1	CDDFT
18/08/11	9:00 – 12:30	Alerter	1	Green Lane, Spennymoor Conference Room 1	Durham County Council
22/08/11	13:00 – 16:30	Alerter	1	Stanley Education Centre	Durham County Council
24/08/11	9-12	Alerter	1	Fern Court, Seminar Room	CDDFT
24/08/11	1-4	Alerter	1	Fern Court, Seminar Room	CDDFT
30/08/11	13:00 – 16:30	Alerter	1	Education Centre, Lanchester Road Hospital	Durham County Council
01/09/11	9-12	Alerter	1	Fern Court, Room 6	CDDFT
01/09/11	1-4	Alerter	1	Fern Court, Room 6	CDDFT
05/09/11	13:00 – 16:30	Alerter	1	Green Lane, Spennymoor Conference Room 1	Durham County Council
13/09/11	13:00 – 16:30	Alerter	1	Stanley Education Centre	Durham County Council
19/09/11	13:00 – 16:30	Alerter	1	Abbey Day Centre, Pity Me	Durham County Council
22/09/11	13:00 – 16:30	Alerter	1	AYPC, Newton Aycliffe	Durham County Council
26/09/11	9-12	Alerter	1	Darlington Memorial Hosp. Room 1	CDDFT
26/09/11	1-4	Alerter	1	Darlington Memorial Hosp. Room 1	CDDFT
29/09/11	13:00 – 16:30	Alerter	1	Education Centre, Lanchester Rd. Hospital	Durham County Council
03/10/11	13:00 – 16:30	Alerter	1	Green Lane, Spennymoor Conference Room 1	Durham County Council
03/10/11	9-12	Alerter	1	UHND, Room 2	CDDFT
03/10/11	1-4	Alerter	1	UHND, Room 2	CDDFT
12/10/11	13:00 – 16:30	Alerter	1	Glebe Centre, Murton	Durham County Council
17/10/11	13:00 – 16:30	Alerter	1	Abbey Day Centre, Pity Me	Durham County Council
25/10/11	9:00 – 12:30	Alerter	1	Appleton House, Lanchester Road Hospital	Durham County Council
25/10/11	9-12	Alerter	1	Fern Court, Room 6	CDDFT
25/10/11	1-4	Alerter	1	Fern Court, Room 6	CDDFT
01/11/11	9-12	Alerter	1	Bishop Auckland Hospital, Sem. Room 1	CDDFT
01/11/11	1-4	Alerter	1	Bishop Auckland Hospital, Sem. Room 1	CDDFT

02/11/11	13:00 – 16:30	Alerter	1	Stanley Education Centre	Durham County Council
07/11/11	13:00 – 16:30	Alerter	1	Green Lane, Spennymoor Conference Room 1	Durham County Council
15/11/11	9:00 – 12:30	Alerter	1	Chester-le-Street Council Offices, Con Room 3	Durham County Council
23/11/11	13:00 – 16:30	Alerter	1	AYPC, Newton Aycliffe	Durham County Council
28/11/11	13:00 – 16:30	Alerter	1	Education Centre, Lanchester Rd. Hospital	Durham County Council
30/11/11	9-12	Alerter	1	Fern Court, Seminar Room	CDDFT
30/11/11	1-4	Alerter	1	Fern Court, Seminar Room	CDDFT
06/12/11	9:00 – 12:30	Alerter	1	Abbey Day Centre, Pity Me	Durham County Council
12/12/11	13:00 – 16:30	Alerter	1	Green Lane, Spennymoor Conference Room 1	Durham County Council
20/12/11	9:00 – 12:30	Alerter	1	AYPC, Newton Aycliffe	Durham County Council
29/12/11	9:00 – 12:30	Alerter	1	Education Centre, Lanchester Rd. Hospital	Durham County Council
29/12/11	13:00 – 16:30	Alerter	1	Education Centre, Lanchester Rd. Hospital	Durham County Council
23/01/12	9-12	Alerter	1	Darlington Memorial Hosp. Room 1	CDDFT
23/01/12	1-4	Alerter	1	Darlington Memorial Hosp. Room 1	CDDFT
24/01/12	9-12	Alerter	1	Fern Court, Seminar Room	CDDFT
24/01/12	1-4	Alerter	1	Fern Court, Seminar Room	CDDFT
10/02/12	9-12	Alerter	1	UHND, Room 2	CDDFT
10/02/12	1-4	Alerter	1	UHND, Room 2	CDDFT
16/02/12	9-12	Alerter	1	Fern Court, Seminar Room	CDDFT
16/02/12	1-4	Alerter	1	Fern Court, Seminar Room	CDDFT
08/03/12	9-12	Alerter	1	Bishop Auckland Hospital, Sem. Room 1	CDDFT
08/03/12	1-4	Alerter	1	Bishop Auckland Hospital, Sem. Room 1	CDDFT
28/03/12	9-12	Alerter	1	Fern Court, Seminar Room	CDDFT
28/03/12	1-4	Alerter	1	Fern Court, Seminar Room	CDDFT

<b>Managing an Alert Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
08/06/11	9:30 – 16:30	Managing an Alert	2	Education Centre, Lanchester Road Hospital	Durham County Council <b>FULL</b>
26/07/11	9:30 – 16:30	Managing an Alert	2	Glebe Centre, Murton <b>FULL</b>	Durham County Council
16/08/11	9:30 – 16:30	Managing an Alert	2	Stanley Education Centre	Durham County Council
06/09/11	9:30 – 16:30	Managing an Alert	2	Green Lane, Spennymoor, Con Room 1	Durham County Council
18/10/11	9:30 – 16:30	Managing an Alert	2	Stanley Education Centre	Durham County Council
01/11/11	9:30 – 16:30	Managing an Alert	2	Abbey Day Centre, Pity Me	Durham County Council
16/11/11	9:30 – 16:30	Managing an Alert	2	Glebe Centre, Murton	Durham County Council
13/12/11	9:30 – 16:30	Managing an Alert	2	Green Lane, Spennymoor, Con Room 1	Durham County Council

<b>Investigation Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
19/07/11	9:30 – 16:30	Investigation Training	3	Education Centre, Lanchester Road Hospital	Durham County Council
03/08/11	9:30 – 16:30	Investigation Training	3	Green Lane, Spennymoor Conference Room 1	Durham County Council
08/09/11	9:30 – 16:30	Investigation Training	3	Abbey Day Centre, Pity Me	Durham County Council
20/10/11	9:30 – 16:30	Investigation Training	3	Green Lane, Spennymoor, Con Room 1	Durham County Council
22/11/11	9:30 – 16:30	Investigation Training	3	Chester-le-Street Council Offices, Con Room 3	Durham County Council

<b>Mental Capacity Act Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
14/09/11	9:30 – 16:30	Mental Capacity		Glebe Centre, Murton	Durham County Council

<b>Lead Officer Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
01/06/11	9:30 – 16:30	Lead Officer		Aycliffe Young Peoples Centre	Durham County Council
20/07/11	9:30 – 16:30	Lead Officer		Stanley Education Centre	Durham County Council
20/09/11	9:30 – 16:30	Lead Officer		Glebe Centre, Murton	Durham County Council

<b>Domestic Abuse Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
13/07/11	9:30 – 16:30	Domestic Abuse	1	Glebe Centre, Murton	Durham County Council
14/07/11	9:30 – 16:30	Domestic Abuse	2	Glebe Centre, Murton	Durham County Council
27/09/11	9:30 – 16:30	Domestic Abuse	1	Stanley Education Centre	Durham County Council
28/09/11	9:30 – 16:30	Domestic Abuse	2	Stanley Education Centre	Durham County Council
08/11/11	9:30 – 16:30	Domestic Abuse	1	Glebe Centre, Murton	Durham County Council
09/11/11	9:30 – 16:30	Domestic Abuse	2	Glebe Centre, Murton	Durham County Council
30/11/11	9:30 – 16:30	Domestic Abuse	1	Green Lane, Spennymoor, Con Rm. 1	Durham County Council
01/12/11	9:30 – 16:30	Domestic Abuse	2	Green Lane, Spennymoor, Con Rm. 1	Durham County Council

<b>Substance Misuse Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
05/07/11	9:30 – 16:30	Substance Misuse	1	Chester-le-Street Council Offices	Durham County Council
06/07/11	9:30 – 16:30	Substance Misuse	2	Chester-le-Street Council Offices	Durham County Council
04/10/11	9:30 – 16:30	Substance Misuse	1	Glebe Centre, Murton	Durham County Council
05/10/11	9:30 – 16:30	Substance Misuse	2	Glebe Centre, Murton	Durham County Council
07/12/11	9:30 – 16:30	Substance Misuse	1	Green Lane, Spennymoor, Con Rm. 1	Durham County Council
08/12/11	9:30 – 16:30	Substance Misuse	2	Green Lane, Spennymoor, Con Rm. 1	Durham County Council

<b>Service User and Carer Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
28/07/11	9:30 – 16:30	Service User		Green Lane, Spennymoor Conference Room 1	Durham County Council
23/08/11	9:30 – 16:30	Service User		Stanley Education Centre	Durham County Council

<b>Serious Case Review Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
15/06/11	9:30 – 16:30	Case Review		Stanley Education Centre <b>CANCELLED</b>	Durham County Council
09/08/11	9:30 – 16:30	Case Review		Green Lane, Spennymoor Conference Room 1	Durham County Council
31/08/11	9:30 – 16:30	Case Review		Aycliffe Young Peoples Centre	Durham County Council

<b>Financial Abuse Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
16/06/11	9:30 – 16:30	Financial Abuse		Green Lane, Spennymoor Conference Room 1 <b>FULL</b>	Durham County Council
17/08/11	9:30 – 16:30	Financial Abuse		Stanley Education Centre	Durham County Council
11/10/11	9:30 – 16:30	Financial Abuse		Chester-le-Street Council Offices, Con Room 3	Durham County Council

<b>Minute Taking Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
11/08/11	9:30 – 16:30	Minute Taking		Education Centre, Lanchester Road Hospital	Durham County Council

<b>Risk Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
10/08/11	9:30 – 16:30	Risk		Stanley Education Centre	Durham County Council

<b>Achieving Best Evidence Training</b>					
<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Level</b>	<b>Venue</b>	<b>Host</b>
27/07/11	9:30 - 16:30	Best Evidence		Green Lane, Spennymoor Conference Room 1 <b>CANCELLED</b>	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	CDDFT	INDEPENDENT SECTOR	VOLUNTARY SECTOR

Contact number:

**Email Address (Essential – Pre-course information will be emailed with course confirmation):**

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.**

**Please ensure that you attend Alerter Training and Managing the Alert (if appropriate) before attending other modules of the course. If relevant then please tick to confirm that this is the case. (Essential – We cannot process your application without this)**

	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:

Kate Hall  
 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 2011

February 2011 – September 2011

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

**Deborah Barnett**

Training and Communications Officer

☎ 0191 383 5251

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

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বাংলা (Bengali) हिन्दी (Hindi) Deutsch (German)  
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Braille



Audio



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