

## **KEEPING ADULTS SAFE IN SHROPSHIRE BOARD**

### **Learning and Development Sub Group**

#### **Training Strategy and KASiSB Recognised Learning and Development Programme**

#### **INTRODUCTION**

The training strategy of the KASiSB Learning and Development Sub Group aims to provide assurance that there are suitable learning opportunities available in Shropshire to work effectively with adults with care and support needs around adult safeguarding. Access to such learning opportunities will contribute to the prevention agenda and send a strong message that safeguarding is everybody's business. In terms of workforce learning and development opportunities these will ensure individuals have access to relevant opportunities to enable them to work in accordance with their organisational policy and procedure and the Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands. It is envisaged that such opportunities will increase accountability and engagement with safeguarding.

The Learning and Development Sub Group is responsible for agreeing the KASiSB Recognised Learning and Development programme on behalf of the KASiSB. This strategy outlines the approach to developing the programme with a particular focus on how organisations in Shropshire supported by the Learning and Development Sub Group can:

- Achieve a consistent approach so that people with comparable responsibilities in each organisation achieve the same level of competence and this is transferable;
- Promote a positive culture of learning with reference to local, regional and national SAR's and DHR's as well as ensuring local instances of good practice are shared through the KASiSB network;
- Ensure that learning and development reflects the principles of adult safeguarding and the Making Safeguarding Personal agenda as outlined in the Care and support statutory guidance;
- Identify any issues around capacity to meet demand for training;
- To identify and carry out reviews of course content (or seek assurance from training providers) to ensure the training and information in the public domain from training (i.e. Adult Safeguarding Awareness slides) are kept up to date with national and local legislation, statutory guidance and policy;
- Scope available training opportunities and identify gaps and address solutions, including raising such matter with the KASiSB Executive Group;
- Develop a rationale for deciding who requires particular skills, knowledge and competence via the Adult Safeguarding Competence Framework;
- To signpost to other competence frameworks including the Mental Capacity Act Staff Competency Framework; the NHS England Prevent Training and Competencies Framework;

- Develop mechanisms that managers can utilise to assure themselves of the competence of their workforce around adult safeguarding, including the safeguarding adults Reflective Learning Logs/Assessment tools;
- Ensure the safeguarding adults Reflective Learning Logs/Assessment Tools aimed at supporting assurance of competence can be used in various mediums to meet the needs of various organisations (1:1 assessment, reflective logs for professional revalidation purposes etc.);
- Ensure that training has a focus on the prevention of the abuse or neglect of adults with care and support needs, as well as appropriate action once instances are identified;
- Identifying any barriers to accessing training.

## **REPORTING**

This training strategy is a KASiSB Learning and Development Sub Group document and will be developed and reviewed by the sub group annually. The contents will be reported through the KASiSB Executive Group and the KASiSB.

## **DEVELOPMENT OF SKILLS, KNOWLEDGE AND COMPETENCIES**

The development of a core set of skills, knowledge and competencies has been undertaken by members of the Learning and Development Sub-Group and presented as the Adult Safeguarding Competency Framework. The review and updating of this framework will form part of the work programme for the sub group. The review periods will be identified in the groups business planning work on an annual basis.

The development will involve:

- Consideration of skills, knowledge and behavioural competences that will be expected to be demonstrated by individuals in a range of roles;
- Ensuring the training programme offers opportunities to develop the identified skills and knowledge for a range of roles within the framework
- Ensure the framework is kept up to date, reflecting local and national developments;
- Development of a suite of Reflective Learning Logs/Assessment Tools to allow individuals and managers to evidence achievement of competence and any actions required to achieve this.
- Reflective Learning Logs/Assessment Tools A – D are complete and will be available on line in Spring 2017.
- Reflective Learning Logs/Assessment Tools E – K are identified as ongoing work within the Business Plan for 2017/18.

## **DEVELOPMENT OF THE RECOGNISED LEARNING AND DEVELOPMENT PROGRAMME**

The Recognised Learning and Development Programme will be overseen by the sub-group.

Ongoing programme development will involve:

- Consideration of how the existing Recognised Learning and Development Programme meets skills, knowledge and competency outcomes as identified in the framework;

- Consideration of how to address any identified gaps in training;
- Consideration of learning interventions to supplement or as alternatives to the face to face delivery of training; this will include signposting to relevant eLearning opportunities, national and local events, Conferences, Webinars and standalone Continued Professional Development (CPD) opportunities;
- Consideration of the transfer of learning and outcomes from training in practice and the means by which this might be achieved.

## **ACCESSIBILITY OF THE RECOGNISED LEARNING AND DEVELOPMENT PROGRAMME**

Training should be available to all sectors supporting adults with care and support needs in whatever capacity in Shropshire. Training will take into account the requirements of all individuals including workers, personal assistants, service users and informal carers. It is also recognised that not all of the safeguarding training available to people working within the health and social care field in Shropshire will be delivered by partners within KASiSB. Organisations and individuals can access other training that has been identified to meet their needs. This includes eLearning for Health and other on line training services as well as bespoke courses as commissioned by organisations. The sub group will consider how to support access to training and learning for individuals whom:

- Belong to specific community groups;
- Individuals who are in a position to identify abuse or neglect through their contact with individuals in their everyday life as opposed to through employment in the health and social care field;
- Cannot access training within a traditional working day structure;
- Do not have access to the internet;
- Have difficulties around transport, for instance due to remote rural location which present barriers to accessing training;
- Have other barriers which limit access to learning and development.

## **TRAINING STRATEGY REVIEW**

The Learning and Development Sub Group will undertake reviews of the Training Strategy and Recognised Learning and Development Programme on an annual basis. Review may be necessary prior to the annual review date due to developments in case law, changes to underpinning legislation or guidance and learning from local or national Safeguarding Adults Reviews (SAR's). Learning from local, regional and national SAR's will appear as a standing item on the KASiSB Learning and Development Sub Group agenda in order to this can happen.

## **KASiSB LEARNING AND DEVELOPMENT SUB GROUP MEETINGS**

The Learning and Development sub-group is part of the formal structure of the KASiSB. With regards to the training strategy and Recognised Learning and Development Programme it will:

- Develop and monitor the KASiSB Training Strategy.

- Ensure the continuation of delivery of the Recognised Learning and Development Programme, including Safeguarding Adults, Mental Capacity Act, Deprivation of Liberty Safeguards and related subjects.
- Promote attendance at multi-agency training sessions in order to develop good practice, challenging skills and consistency across agencies.
- Report to the KASiSB Executive Group on the impact of training carried out in this area through scoping out the range of training available within Shropshire and using this to support an analysis of future need.
- Where single agency training is being delivered, provide information to ensure delivery is in-line with information from multi-agency training sessions delivered as part of the KASiSB training programme, local information and practice.
- Devise and share objectives for agreed multi-agency training sessions in order to improve quality and support organisations to deliver a consistent safeguarding message in Shropshire.
- Ensure the KASiSB has an overview of the standards and content of training delivered via the training strategy and Recognised Learning and Development Programme.
- Ensure all training delivered via the KASiSB strategy and Recognised Learning and Development Programme are up to date regarding legislation, national and local policies and guidelines. In addition, provide information via the KASiSB website in order to support training delivered outside of the KASiSB programme to also remain up to date.
- Consider the training implications arising from the work of the *other* KASiSB sub-groups and amend training programmes accordingly.
- Work closely with the relevant sub-groups of other Boards so that opportunities for shared learning can be identified and actioned.
- Contribute relevant information to the annual report of the KASiSB.
- Outline work connected to the training strategy in the annual business plan (each financial year) in-line with KASiSB strategic priorities.
- Inform the Executive Group, and through them the KASiSB, of any barriers to the delivery of the Recognised Learning and Development Programme.
- Identify what training statistics and related information is required by the Sub Group and determine how this information will be gathered and reported to the KASiSB Executive Group and the KASiSB.

- Review the Safeguarding Adults Competency Framework in line with local and national developments. Develop Reflective Learning Logs/Assessment Tools for Roles A - K on the Competency Framework.

Reflective Learning Logs/Assessment Tools A – D are complete, E – K are included within the Learning and Development Sub Group Business Plan for 2017-18). The Safeguarding Adults Competency Framework and Reflective Learning Logs/Assessment Tools are intended to support the development of appropriate knowledge and skills, to identify any gaps in knowledge or skills and to identify relevant learning opportunities for individuals. Completion of the Reflective Learning Logs/Assessment Tools also supports the transfer of learning into the workplace. They also provide opportunities for refresher training or supplement it as opposed to accessing a training course.

## **KASiSB RECOGNISED LEARNING AND DEVELOPMENT PROGRAMME**

The programme consists of formal training courses including those accessed via Joint Training (Shropshire Council), Shropshire Partners in Care (SPiC) and other external providers. In addition, the KASiSB recognises that there are a range of internal training courses which will be considered equivalent. A wide range of subjects in addition to those stated in the KASiSB Learning and Development Programme will contribute to the prevention of abuse and neglect. Organisations should ensure they are providing training tailored to the needs of the adults they are supporting.

### **Keeping Adults Safe in Shropshire Board Events:**

Annual Engagement and Consultation Event  
Other KASiSB events may run during the year

### **Training for New Social Care and Health Staff:**

- Care Certificate Training (Joint Training)
- Internal Care Certificate courses including eLearning

### **Adult Safeguarding:**

- Safeguarding Adult's Awareness (Joint Training and SPiC)
- Safeguarding Adults Community Briefings (Joint Training and SPiC)
- Safeguarding Adult's for Provider Managers (Joint Training and SPiC)
- Section 42 Enquiry Training (Joint Training)
- Safeguarding Adults and the Law (Joint Training)
- Keeping Safe, Understanding and Reporting Abuse (ALD) (Joint Training & SPiC course)
- [Blue Stream Academy](#)
- [ELearning for Health](#)
- Leap into Learning (Learning Pool eLearning) (Applicable to Shropshire Council Staff, new for 2017)
- **A range of organisational internal training courses including eLearning**

## **Mental Capacity Act (MCA):**

- Mental Capacity Act Awareness level 1 (Joint Training)
- Mental Capacity Act Awareness (SPiC)
- Decision Making using MCA Principles (SPiC)
- Making Best Interest Decisions Level 2/3 (Joint Training)
- Mental Capacity Act - Refresher Level 1 (Joint Training)
- Assessing Mental Capacity level 2/3 (Joint Training)
- MCA Do Not Attempt Resuscitation Workshop Level 2/3 (Joint Training)
- Mental Capacity Act - Exploring the Legal Dimensions (Joint Training)
- Mental Capacity Act: IMCA Workshop Level 2/3 (Joint Training)
- Mental Capacity Act: Problem Solving Workshop level 2/3 (Joint Training)
- **A range of organisational internal training courses including eLearning**

## **Deprivation of Liberty Safeguards (DoLS):**

- Deprivation of Liberty Safeguards Awareness Level 1 (Joint Training)
- Deprivation of Liberty Safeguards Awareness (SPiC)
- Deprivation of Liberty Safeguards Advanced Workshop Level 2/3 (Joint Training Shropshire)
- **A range of organisational internal training courses including eLearning**

## **Other Relevant Courses:**

The following subjects are suggested as contributing to safeguarding adults and preventing abuse or neglect but are not considered an exhaustive list.

- Professional Boundaries in Social Care and Health Settings (SPiC)
- Risk Assessment – Risk Assessment and Care Planning (Joint Training)
- Recording – Recording Skills for Social Workers, Care Managers and Provider Managers (Joint Training)
- Record Keeping and Promoting Wellbeing (Joint Training)
- Recording Skills for Social Workers, Care and Provider Managers (Joint Training)
- Effective Record Keeping (SPiC)
- Person Centred Person Centred Care Planning (SPiC)
- Domestic Abuse Awareness (Joint Training)
- Risk Assessment and Care Planning (Joint Training)
- Person Centred Positive Risk Taking
- Management of Actual or Potential Aggression (MAPA) or equivalent internal course (Joint Training and internal provision in Health Services)
- Management Induction Standards (Skills for Care) (Joint Training)
- [Home Office FGM](#)
- [Channel General Awareness \(Police College\)](#)
- [HM Government eLearning on Prevent](#) (An introduction to the Prevent Duty)
- Prevent Basic Awareness (E-Learning for Health [website](#) or via your Trust Education Department)
- Workshop to Raise Awareness about Prevent (WRAP) (Health and Local Authority Staff) (DH accredited trainers/PREVENT Lead)

- [Identifying and Supporting Victims of Modern Slavery](#) (E-Learning for Healthcare *open access*)
- [Modern Slavery](#) (OpenLearn, free learning from the Open University)
- [Awareness of Forced Marriage](#) (Virtual College)
- Hate Crime Be Safe Bolton's online Hate Crime [training](#)
- **A range of organisational internal training courses including eLearning and clinical subjects**

### **Employment, Management and Managing Disciplinary Situations**

- Lead to succeed - A five day programme for social care leaders and managers (SPiC)
- Management – Shropshire Leaders & Managers Programme (Joint Training)
- Management – Principles of Supervision & Performance Management: An Integrated Approach(Joint Training)
- Management - CQC : Meeting the Fundamental Standards (Joint Training)
- Management – Principles of effective time management for managers (Joint Training)
- Management – Principles of managing change & supporting you staff (Joint Training)
- Management – Principles of managing conflict in your teams (Joint Training)
- Recording Skills for Social Workers, Care and Provider Managers (Joint Training)
- [Acas courses](#) People Management courses including: Discipline and Grievance, Investigations, Skills for supervisors, Employment Law update and Recruitment.
- PEACE Interview Training (SPiC)

### **Contact Details (Training):**

Joint Training for Adult Community and Health Services, Shropshire Council  
 01743 254 731 or 01743 254 734  
<https://www.shropshire.gov.uk/joint-training/>

Shropshire Partners in Care  
 01743 860011  
[www.spic.co.uk/](http://www.spic.co.uk/)

Safeguarding Children and Young People (Shropshire's Safeguarding Children Board)  
 01743 254370  
<http://www.safeguardingshropshireschildren.org.uk/>