Keeping Adults Safe in Shropshire Board

KASiSB Sub Group Business Plan

KASiSB Learning and Development Sub Group. Year: 2017/18

What do we need to do?	Why do we need to do it?	What difference will it make?	Who is responsible for making it happen?	When will it be done by?	Letter/no. of KASiSB strategic priority
1. Maintain the levels of engagement with the agreed Membership of the KASiSB Learning & Development Sub Group.	Engage with all relevant partners; meet the agreed Terms of Reference. Ensure deputies are nominated where appropriate and information is shared across partner agencies. Meet the required attendance at KASiSB Sub Groups as agreed by the KASiSB Executive Group (minimum 50% attendance required).	Maintain the momentum and commitment to the objectives of the Learning and Development Group to ensure its effectiveness. Meet the expectations of the KASiSB in terms of fulfilling role and responsibilities, having the maximum impact across partner organisations in Shropshire.	Chair, Vice Chair and all Sub Group members.	On going to be monitored and reported to the KASiSB Executive Group.	3, 4.
2. Review the Terms of Reference (ToR)	Review the ToR within the year 2017-	Enable the group to develop appropriate work streams and	Chair, Vice Chair and all Sub Group	ToR to be reviewed in the	3, 4.

	2018 to ensure this is appropriate in terms of directing the work of the Learning and Development Sub group.	be accountable for these in line with the Business Plan.	members.	year 2017-2018.	
3. KASiSB Recognised Learning and Development Programme	The purpose of the programme is to provide KASiSB with assurance regarding the array and quality of training in Safeguarding that is available to all safeguarding stakeholders in Shropshire. During 2016-2017 the recommended training was reviewed to identify any gaps in local provision and any additions or new learning opportunities added. This should be kept under review in 2017-2018 in terms of new opportunities being added.	The L&D group aims to help promote, develop and signpost a range of training opportunities that provide high quality training that is up to date and contributes to preventing harm and abuse by equipping practitioners and others with the skill to detect potentially abusive situations and have the confidence to act earlier to promote the best outcomes for the individuals.	Chair/Vice Chair and all Sub Group members. The recommended training programme has been reviewed, new opportunities to be added during the time frame 2017-2018.	The KASiSB has endorsed the Learning and Development programme (Recognised Training programme) created by the L&D Sub group. Annual review next due in the last quarter of the 2017-2018 period. New opportunities may be added by the sub group arising from changes in local need, national learning from Safeguarding Adults Reviews or research indicating a need for new learning	1, 2, 3, 4

				opportunities.	
4. Safeguarding Adults Competency Framework	Promote use of the Competency Framework to enable individuals and managers to identify required skills, knowledge and competency for various roles. To enable individuals to be aware of their own responsibilities, rights and good practice. For managers to be accountable for addressing skills, knowledge and competency requirements across their workforce.	Ensure any changes to national documents are reflected in the framework (National Centre for Post Qualifying Social Work Practice at Bournemouth University and Department of Health Intercollegiate guidance for NHS employees). Support individuals and managers to identify required skills, knowledge and competence required for role. To support the development of accountability around these areas. To engage with the prevention agenda, making individuals clear on expected skills, knowledge and competency.	Chair, Vice Chair and all Sub Group members. The document is available with the existing KASiSB documents on the Shropshire Council website.	Review date set for 2018.	1, 2, 3, 4.
5. Safeguarding Adults Competency Framework Reflective Learning Logs/ Assessment Workbooks	Support individuals to access as reflective learning logs and for managers to demonstrate they are checking workforce competence and identify additional learning needs.	Consistent approach to the development of skills, knowledge and competency. Provides a mechanism by which gaps in knowledge, skills and competency may be addressed.	Chair and Vice Chair leading on this piece of work.	Tools A – D are complete. Tools E – K will be added over the period 2017 - 2018.	1, 2, 3, 4.
6. Contribute to KASiSB Annual Report	Learning and Development is core to the business of KASISB.	To provide assurance to the KASiSB and all stakeholders in Shropshire that service users and those who provide care	All members of the Learning and Development Sub Group.	Deadline and format to be determined by L&D sub group	1, 2, 3, 4.

	In 2017-2018 the training data template developed in January 2017 will be utilised to gather data on workforce numbers accessing training. Information on the difference training has made will also be requested by the L&D Sub Group from partner agencies via a Reflective Learning document.	and others have access to learning and development opportunities.		and the KASiSB during the period 2017-2018.	
7. Work closely with the relevant sub-groups of other Boards including the Telford and Wrekin Safeguarding Adults Board so that opportunities for shared learning can be identified and actioned.	In order to take a collaborative approach to sharing good practice. Joint SAB event planned for June 2017 - Preventing Abuse and Neglect. This event will take place on World Elder Abuse Awareness Day (15th June 2017).	Allow local practice to keep abreast of national and local developments. Raise awareness of the need to act to prevent abuse and neglect and link in to local and national resources and good practice. Support the implementation of the KASISB Prevention Strategy and key themes identified in the Prevention Strategy.	L&D Sub Group members have volunteered to be involved in the planning and delivery of the event.	January 2017 – June 2018.	1,2,3,4
8. Share learning from local and National SAR's in order to inform learning and Development	To learn the lessons, to be a repository of action learning and to share best practice. Liaised with NHSE	To provide an opportunity for national and regional learning to inform local practice.	All stakeholders in safeguarding.	West Midlands Repository should be accessible in the period 2017-	1,2,3,4

programmes.	and other agencies to ascertain the situation regarding national repositories of information that will support learning. To ensure access to the West Midlands repository of SAR's and to share any analysis carried out on those SAR's. Learning from SAR's to be a standing agenda item at all Learning and Development Sub Group meetings in 2017-2018.			2018.	
9. Reflect the Making Safeguarding Personal Agenda in the work of the Learning and Development Sub Group and all learning and Development activity.	Must do in the *Care and Support statutory guidance* AND is based on what service users have identified as important to them in discussions with professionals.	This approach will put adults with care and support needs at the centre of safeguarding.	A must do approach for all safeguarding stakeholders.	On-going for 2017-2018.	1,2,3,4.
10. Public Awareness & Information Dissemination. The L&D Sub Group to initiate the development and consultation on	The KASiSB must raise awareness across the general public in order to enable communities to engage in the prevention and	Reach members of the public who may be in a position to prevent, identify or respond to abuse and neglect. Meet requirements as outlined in the Care and support statutory guidance.	Chair, Vice Chair and all L&D Sub Group members. To undertake further work following on from the KASiSB	Spring 2017.	1,2,3,4.

public awareness materials on behalf of the KASiSB.	identification of abuse and neglect. Furthermore, the KASiSB should provide evidence of awareness in the community concerning abuse and neglect, including arrangements for responding (DoH, 2016).		Consultation and Engagement Group which addressed the development of local publicity materials. Develop publicity materials based on the needs of statutory, non-statutory agencies and to target members of the public.		
11. To develop a series of case studies and short briefings on relevant topics including Modern Slavery and Forced Marriage. To signpost relevant learning resources held by other agencies including the ADASS case studies.	To provide additional learning resources to face to face opportunities. To encourage agencies to share stories with the L&D Sub Group for publication where appropriate.	Support the workforce in Shropshire to keep up to date with developments and good practice. To encourage engagement with safeguarding.	Chair, Vice Chair and all Sub Group members.	April 2017 – March 2018.	1, 2, 3, 4
12. To enable those attending learning events to influence the development of local KASiSB documents, priorities and policy.	Where specific KASiSB documents are being produced to enable discourse from training to feed into development discussions. To give a clear message to learners in Shropshire that safeguarding is	To encourage a culture of engagement with safeguarding promoting the statutory safeguarding principles of partnership, prevention and accountability.	Chair, Vice Chair and all Sub Group members.	Commenced in 2016-2017 regarding the development of the KASiSB prevention strategy, On-going for 2017-2018.	1, 2, 3, 4

	everybody's business.				
13. Adult safeguarding - Making Safeguarding Personal Audit Document and support visit to teams.	To support organisations to develop a culture of assurance and audit. To support organisations to develop a culture of assurance and audit. To make the audit tool available to other organisations such as the Independent Sector, with explanatory notes.	Identify any gaps in knowledge and practice to be addressed. Enables organisations to demonstrate good reflective and auditing practice.	SaTH, RJAH, CCG and other providers who wish to use this approach to internal audit.	Commencing Spring 2017.	2,3,4

Reviewed May 2017, Section 12 Amended 12/10/2017. Review May 2018.