

Surrey Safeguarding Adults Board

Training Course Programme April 2011 – March 2012

Welcome to the Surrey Safeguarding Adults Board (SSAB) training course programme for April 2011 until March 2012.

Taking responsibility for learning and development is key to having a skilled and competent workforce able to take on the roles and responsibilities required to protect adults at risk and ensure we respond appropriately when adult abuse and neglect does occur.

This programme of training courses is designed to give people working (paid or voluntary) in Surrey the training opportunities that will increase their knowledge and understanding of Safeguarding Adults. All of this training is multi-agency. Training with people from other agencies and organisations promotes a mutual understanding of each other's roles and responsibilities and facilitates the joint effort required to reduce and respond to adult abuse and neglect across Surrey

This will be the second year of the SSAB training programme and it has already built a reputation of extending skills, knowledge and competency within a shared training environment. These courses meet the training requirements identified within the SSAB Training Strategy. This Strategy aims to provide an effective Surrey wide, co-ordinated, multi-level approach to learning progression to meet the needs of the people of Surrey and ensure that all agencies are able to respond appropriately to Safeguarding concerns with prompt, timely and appropriate action. It also aims to widen access, availability and uptake of training by workers (paid and volunteer). The Strategy identifies the learning requirements within 5 progressive levels which reflect the role an individual may have within safeguarding adults:

- Level 1 Awareness
- Level 2 Supporting the Process
- Level 3 Implementing the Process
- Level 4 Managing the Process
- Level 5 Advanced

The SSAB expects all agencies and organisations to provide Level 1 training in-house for their own staff. Greater learning can be achieved if training within Levels 2-5 is received within a multi-agency learning environment. It is expected that individuals will have completed training at lower levels before applying for a training course at a higher level.

Level 1 - Voluntary and Community Awareness

6 th June 2011	– Park House, Leatherhead
4 th October 2011	– Runnymede Centre, Chertsey
9.30am - 12.30pm or 1.30pm - 4.30pm	
18 th January 2012	– Baptist Church, Godalming
8 th March 2012	– Fire and Rescue HQ, Reigate
9.30am – 12.30pm	

Aim

To offer an introduction to Safeguarding Adults that will enable participants to identify adult abuse and neglect when it occurs and understand their roles and responsibilities, including aspects of Surrey's multi-agency approach.

Duration

Half day 9.30am – 12.30pm or 1.30pm – 4.30pm

Audience

This training is for front line workers who work (paid or voluntary) with or for small voluntary, independent and community based organisations.

It is Surrey Safeguarding Adults Board policy that Level 1 training should be carried out in-house by all organisations. Priority will be given to applicants who work for organisations unable to effectively provide this training for their staff.

Objectives

By the end of the training participants should be able to:

- Understand and explain what constitutes abuse.
- Understand how and when adults may be at risk.
- Identify some indicators of abuse and explain the factors to be considered in assessing whether a situation is abusive.
- Be aware of the Safeguarding Adults procedures relating to their service and across Surrey through the Surrey Multi-agency Procedures.
- Know when and to whom, suspected abuse/neglect should be reported.

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

National Competence Framework for Safeguarding Adults	1,2,3,4,5
Skills for Care, Common Induction Standards	1,5,6
Skills for Care, Guidance, Outcomes	4,7
NHS Knowledge and Skills Framework	CD 1,2,3,6 and G1(1)

Cost

£50 per delegate to include refreshments.

Please enclose a cheque made payable to 'Surrey County Council' or supply a PO reference number with the booking form.

Free places may be available for very small organisations.

Cancellation Policy

If you are unable to attend you will not receive a refund unless a suitable substitute participant can be found.

Attendance

Participants are expected to attend the full course.

If you wish to attend this course please complete the application form below and return it as soon as possible.

Voluntary and Community Awareness Application Form

Date (please state order of preference)

6th June 2011 - Park House, Leatherhead

Morning

Full

Afternoon

Full

4th October 2011 - Runnymede Centre, Chertsey

Morning

Full

18th January 2012 - Baptist Church, Godalming

Morning

8th March 2012 - Fire and Rescue HQ, Reigate

Morning

Please Complete in BLOCK CAPITALS

Title **First Name**

Last Name

Job Title

Organisation/Company

Full Address

.....

Postcode

E-mail

This email address is used to forward course details. Please print clearly.

Tel. No. **Mobile No.**

(please tick) - Cheque enclosed for £50 made payable to
'Surrey County Council'

(please tick) - Purchase Order Number

Invoice Address

.....

Postcode

P.T.O.

Please indicate any dietary, access or other requirements?

.....

.....

Please indicate how you heard about this training

Flyer **Website** **Line Manager**

Other (please state)

The following information is required for equality and diversity monitoring.

Please tick as appropriate.

1. GENDER	Female <input type="checkbox"/>	Male <input type="checkbox"/>
2. ETHNICITY - What is your Ethnic Group?	Please tick one	
White	English/Northern Irish/Scottish/Welsh	
	Irish	
	Other British	
	Any Other White Background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any Other Mixed Background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any Other Asian Background	
Black or Black British	Caribbean	
	African	
	Any Other Black Background	
Other Ethnic Group	Arab	
	Any Other	

Applicant's Signature **Date**.....

Please post the completed form to:
Safeguarding Adults Training, Millmead House, Millmead, Guildford,
Surrey, GU2 4BB

For all queries please contact Safeguarding Adults on 01372 833099 or email
safeguardingadults.training@surreycc.gov.uk

Level 2 - Is it Safeguarding?

10th May 2011	- Runnymede Centre, Chertsey
11th October 2011	- Runnymede Centre, Chertsey
18th October 2011	- Quadrant Court, Woking
24th January 2012	- Runnymede Centre, Chertsey
27th February 2012	- Fire and Rescue HQ, Reigate

9.30am – 4.30pm

Aim

To explore key elements of Safeguarding Adults decision-making and offer guidance on the practical implementation of the Surrey Multi-agency Safeguarding Adults Procedures.

Duration

1 day

Audience

- Health service staff such as Matrons, Clinical Managers, Senior Practice Development Nurses, Senior Therapists, Psychologists, Safeguarding leads and those on Band 7 and above within the community or the equivalent.
- All Managers and Safeguarding leads who are service providers within local authorities or the independent and voluntary sectors.

Pre-requisites

Before attending this training all participants must have:

- Viewed the DVD “Because you said something...” and completed a basic, Level 1 Safeguarding Adults Awareness or Induction training course.
- Read the Surrey Multi-agency Safeguarding Adults Procedures.
- Have some knowledge of the Mental Capacity Act.

Objectives

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

- Define the term 'safeguarding adults' and explain sector differences in who is seen as an adult at risk.
- Identify the legal framework and understand their responsibilities within the law
- Define the key regulatory requirements of their own organisation
- Understand and act in accordance with their responsibilities under 'No Secrets' DH 2000 and local multi-agency policies and procedures
- Recognise what constitutes an alert and responsibilities to report
- Understand issues raised by changing capacity, confidentiality, vulnerable staff and movement across agencies.
- Share ideas and experiences with colleagues and contribute to the development of good practice within Surrey.

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

National Competence Framework for Safeguarding Adults	1,2,3,4,5,6,7,11,13,14
CQC Common Induction Standards	1,5,6
Skills for Care, Guidance, Outcomes	4,7
NHS Knowledge and Skills Framework	CD 1,2,3,6 and G1(4)

Cost

£75 per delegate to include refreshments and lunch.

Please enclose a cheque made payable to 'Surrey County Council' or supply a PO reference number with the booking form.

Free places may be available for very small organisations.

Cancellation Policy

If you are unable to attend you will not receive a refund unless a suitable substitute participant can be found.

Attendance

Participants are expected to attend the full course.

If you wish to attend this course please complete the application form below and return it as soon as possible.

Is it Safeguarding? Application Form

Date (please state order of preference)

10th May 2011 - Runnymede Centre, Chertsey

 Full

11th October 2011- Runnymede Centre, Chertsey

 Full

18th October 2011 - Quadrant Court, Woking

24th January 2012 - Runnymede Centre, Chertsey

27th February 2012 - Fire and Rescue HQ - Reigate

Please Complete in BLOCK CAPITALS

Title **First Name**

Last Name

Job Title

Organisation/Company

Full Address

.....

Postcode

E-mail

This email address is used to forward course details. Please print clearly.

Tel. No. **Mobile No.**

(please tick) - Cheque enclosed for £75 made payable to
'Surrey County Council'

(please tick) - Purchase Order Number

Invoice Address

.....

Postcode **P.T.O.**

Please indicate any dietary, access or other requirements?

.....

.....

Please indicate how you heard about this training

Flyer **Website** **Line Manager**

Other (please state)

The following information is required for equality and diversity monitoring.

Please tick as appropriate.

1. GENDER	Female <input type="checkbox"/>	Male <input type="checkbox"/>
2. ETHNICITY - What is your Ethnic Group?	Please tick one	
White	English/Northern Irish/Scottish/Welsh	
	Irish	
	Other British	
	Any Other White Background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any Other Mixed Background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any Other Asian Background	
Black or Black British	Caribbean	
	African	
	Any Other Black Background	
Other Ethnic Group	Arab	
	Any Other	

Applicant's Signature **Date**

Please post the completed form to:
Safeguarding Adults Training, Millmead House, Millmead, Guildford,
Surrey, GU2 4BB.

For all queries please contact Safeguarding Adults on 01372 833099 or email
safeguardingadults.training@surreycc.gov.uk

Level 2 - Managing Safely

19 th May 2011	- Runnymede Centre, Chertsey
4 th October 2011	- Runnymede Centre, Chertsey
20 th October 2011	- A02, Reigate
5 th December 2011	- Quadrant Court, Woking
8 th February 2012	- Runnymede Centre, Chertsey

9.30am – 4.30pm

Aim

To improve the knowledge, skills and expertise of managers in respect of the safe recruitment, supervision and management of staff who work with adults at risk. To develop greater understanding of multi-agency working, the legal framework and national and local developments in Safeguarding Adults.

Duration

1 day

Audience

This course is for Managers who have a responsibility for recruiting, supervising and managing staff who work with adults at risk. It is especially useful for service managers within local authority, independent provider and voluntary sector organisations.

Objectives

By the end of the training participants should have a greater understanding of the role of a manager in the prevention of adult abuse and implementation of good practice, specifically:

- The responsibilities of service providers in regulated services
- The factors that could contribute towards preventing abuse
- The skills needed to work in partnership with advocates and other agencies to achieve good outcomes for the survivors of abuse.
- Good safeguarding practice when applying the core principles of the Mental Capacity Act, the Deprivation of Liberty Safeguards, Consent and Confidentiality

- Share ideas and experiences with colleagues and contribute to the development of good practice within Surrey.

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

National Competence Framework for Safeguarding Adults	1,2,3,4,5,6,7,11,13,14
CQC Common Induction Standards	1,5,6
Skills for Care, Guidance, Outcomes	4,6,7,12,13,14,20,21
NHS Knowledge and Skills Framework	CD 1,2,3,6 and G1(3) G6 (4), G7 (2)

Pre-requisites

Before attending this training all participants must have:

- Viewed the DVD “Because you said something....” and completed a basic, Level 1 Safeguarding Adults Awareness or Induction training course.
- Read the Surrey Multi-agency Safeguarding Adults Procedures.
- Have some knowledge of the Mental Capacity Act.

Cost

£75 per delegate to include refreshments and lunch.

Please enclose a cheque made payable to ‘Surrey County Council’ or supply a PO reference number with the booking form.

Free places may be available for very small organisations.

Cancellation Policy

If you are unable to attend you will not receive a refund unless a suitable substitute participant can be found.

Attendance

Participants are expected to attend the full course.

If you wish to attend this course please complete the application form below and return it as soon as possible.

Managing Safely Application Form

Date (please state order of preference)

19th May 2011 – Runnymede Centre, Chertsey

Full

4th October 2011 – Runnymede Centre, Chertsey

20th October 2011 – A02, Reigate

5th December 2011 - Quadrant Court, Woking

8th February 2012 – Runnymede Centre, Chertsey

Please Complete in BLOCK CAPITALS

Title **First Name**

Last Name

Job Title

Organisation/Company

Full Address

.....

Postcode

E-mail

This email address is used to forward course details. Please print clearly.

Tel. No. **Mobile No.**

(please tick) - Cheque enclosed for £75 made payable to
'Surrey County Council'

(please tick) - Purchase Order Number

Invoice Address

.....

Postcode **P.T.O.**

Please indicate any dietary, access or other requirements?

.....

.....

Please indicate how you heard about this training

Flyer Website Line Manager

Other (please state)

The following information is required for equality and diversity monitoring.

Please tick as appropriate.

1. GENDER	Female <input type="checkbox"/>	Male <input type="checkbox"/>
2. ETHNICITY - What is your Ethnic Group?	Please tick one	
White	English/Northern Irish/Scottish/Welsh	
	Irish	
	Other British	
	Any Other White Background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any Other Mixed Background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any Other Asian Background	
Black or Black British	Caribbean	
	African	
	Any Other Black Background	
Other Ethnic Group	Arab	
	Any Other	

Applicant's Signature Date

Please post the completed form to:
**Safeguarding Adults Training, Millmead House, Millmead, Guildford,
 Surrey, GU2 4BB.**

For all queries please contact Safeguarding Adults on 01372 833099 or email
safeguardingadults.training@surreycc.gov.uk

Level 4 - Post Abuse Support

2nd & 3rd February 2012
Runnymede Centre, Chertsey
9.30am – 4.30pm

Aim

When adult abuse occurs it can have a major impact on everyone involved and others who work in or use a service. This course will focus on a range of supports, approaches and skills that managers can use to address trauma, risk and system failures in order to maintain services and seek resolution of issues.

Duration

2 days

Audience

This course is for Managers and Safeguarding Leads or their equivalent across all agencies and organisations within Surrey.

Pre-requisites

Applicants will need to have extensive training and/or experience of Safeguarding Adults within Surrey and have a working knowledge of the Surrey Multi-agency Safeguarding Adults Procedures.

Objectives

By the end of the training participants should be able to:

- Assess the nature of formal and informal interventions for service users, the alleged perpetrator and the organisation and its systems.
- Separate out issues of risk for the victim, for other adults at risk, for both to and from the perpetrator and for other people involved in the service.

- Appreciate the organisational and individual factors that predispose to abusive behaviour.
- Use the law appropriately to deliver safeguards and sanctions.
- Identify, locate and brief services that can provide specialist support and treatment to those affected by abuse.

Successful completion of this training will contribute to the following knowledge, learning and competency frameworks:

National Competence Framework for Safeguarding Adults	6,7,9,12,13,16
Skills for Care, Guidance, Outcomes	4,6,7,12,13,14,20,21
NHS Knowledge and Skills Framework	CD 1,2,3,4,6 and G1, G2 G6 (3), G7(4)

Cost

£150 per delegate to include refreshments and lunch.

Please enclose a cheque made payable to 'Surrey County Council' or supply a PO reference number with the booking form.

Free places may be available for very small organisations.

Cancellation Policy

If you are unable to attend you will not receive a refund unless a suitable substitute participant can be found.

Attendance

Participants are expected to attend the full course.

If you wish to attend this course please complete the application form below and return it as soon as possible.

Post Abuse Support Application Form

2nd & 3rd February 2012

Runnymede Centre, Chertsey

Please Complete in BLOCK CAPITALS

Title First Name

Last Name

Job Title

Organisation/Company

Full Address

.....

Postcode

E-mail

This email address is used to forward course details. Please print clearly.

Tel. No. Mobile No.

(please tick) - Cheque enclosed for £150 made payable to
'Surrey County Council'

(please tick) - Purchase Order Number

Invoice Address

.....

Postcode

P.T.O.

Please indicate any dietary, access or other requirements?

.....

Please indicate how you heard about this training

Flyer **Website** **Line Manager**

Other (please state)

The following information is required for equality and diversity monitoring.

Please tick as appropriate.

1. GENDER	Female <input type="checkbox"/>	Male <input type="checkbox"/>
2. ETHNICITY - What is your Ethnic Group?		Please tick one
White	English/Northern Irish/Scottish/Welsh	
	Irish	
	Other British	
	Any Other White Background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any Other Mixed Background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any Other Asian Background	
Black or Black British	Caribbean	
	African	
	Any Other Black Background	
Other Ethnic Group	Arab	
	Any Other	

Applicant's Signature **Date**

Please post the completed form to:
Safeguarding Adults Training, Millmead House, Millmead, Guildford,
Surrey, GU2 4BB.

For all queries please contact Safeguarding Adults on 01372 833099 or email
safeguardingadults.training@surreycc.gov.uk