

SHEFFIELD SAFEGUARDING ADULTS
EDUCATION AND DEVELOPMENT PROGRAMME

April 2018 – March 2019

This programme of training is offered to staff and volunteers from organisations using ‘Safeguarding Adults – Procedures for South Yorkshire’. The training offered is based on a strategy agreed by Sheffield’s Safeguarding Adults Partnership Board, has been developed with representatives from a wide range of organisations and should complement organisations’ own training plans. All participants will receive a certificate of attendance.

To apply for a place on one of these courses, please use the Application Form on <http://www.sheffield.gov.uk/content/sheffield/home/social-care/adult-safeguarding-training.html>

If you have any questions or want to discuss specific training needs, please contact us: adult.protection.training@sheffield.gov.uk or telephone (0114) 205 7144.

All the training:

- is based on current, evidence-based knowledge and research
- promotes a multi-agency approach to Safeguarding Adults
- reflects anti-oppressive practice through its content and delivery
- has learning outcomes, clearly linked to roles and responsibilities

Each training event has a target audience and learning outcomes which spell out what people should expect to gain from the event. Before booking, please check that you are applying for the right course for your role and responsibilities, if in doubt please check with us. Follow any procedures for applying for training that your organisation may have, before sending us your application.

The majority of our courses are **FREE** (information provided regarding the ones which will incur a charge). We are dedicated to providing quality training to as many people as possible to raise the profile and importance of safeguarding people who may be at risk of abuse. Please note that there is a cancellation/ non-attendance charging policy.

***Please note that our cancellation policy has changed with effect from 2018 details are on page 9 of this document.**



Courses Available

Introduction to Safeguarding

| Target group | Content |
|---|--|
| <p>All staff and volunteers who work with adults. This is a basic introductory course and focuses on handling initial disclosures and raising alerts. This course is suitable for ALL employees and volunteers, who, depending on their role may then wish to attend one of the other courses we offer.</p> | <ul style="list-style-type: none"> • History, context and definitions • Recognising abuse – types, indicators, patterns • Responding to potential abuse, disclosures and allegations • Overview of Safeguarding Adults process, roles and responsibilities • Identifying sources of support and information |

The date(s) and venues for the Introduction to Safeguarding courses are:

| Date | Venue | Time |
|---------------------------------------|---------------------------------|--------------------|
| 17 th April 2018 (FULL) | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 22 nd May 2018 (FULL) | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 7 th June 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 19 th June 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 3 rd July 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 24 th July 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 4 th September 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 2 nd October 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 23 rd October 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 6 th November 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 27 th November 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 11 th December 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 29 th January 2019 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 26 th February 2019 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 14 th March 2019 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 26 th March 2019 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |

Safeguarding Refreshers Course

| Target group | Content |
|---|---|
| Anyone who has completed Safeguarding Adults awareness training in the previous two years, and feel they would benefit from attending a course rather than an on line learning programme. | <ul style="list-style-type: none"> • Assessment of current knowledge and experience • Reminder of definitions, forms and indicators • Update on changes in policy, legislation, requirements within procedures etc • Application to future practice |

The date(s) and venues for the Refreshers course are:

| Date | Venue | Time |
|------------------------------------|-------------------------------------|--------------------|
| 19 th April 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 24 th May 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 28 th June 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 19 th July 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 6 th September 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 27 th September 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 18 th October 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 29 th November 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 13 th December 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 31 st January 2019 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 28 th February 2019 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 28 th March 2019 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |

Undertaking Section 42 Enquiries (Three Day Course)

| Target Group | Content |
|--|---|
| <p>This course is designed for staff from Sheffield City Council, Sheffield Health and Social Care, Health who will be responsible for undertaking Sec 42 enquiries, which will involve gathering information, interviewing the adult, alleged source of harm and preparing an enquirers report for the outcome meeting.</p> <p>This is a three day course, divided into two modules. Attendees MUST attend both modules to complete the course.</p> | <ul style="list-style-type: none"> • Describe the planning process for an enquiry • Demonstrate an ability to interview both the adult and alleged source of harm • Be able to detail the recording options for interviews. • Outline the principles of an enquiry interview. • Describe the risk assessment process linked to such interviews. • Demonstrate an ability to conduct an enquiry interview. <u>(attendees will be expected to participate in live, video link interviews)</u> • Identify if additional training or support is needed. • Explain the importance of presenting information in a chronological order. • Outline the basic principles of data protection with regards to information contained within reports. • To complete structured enquiry reports. |

The date(s) and venues for the Undertaking Section 42 Enquiries course are:

| Date | Venue | Time |
|---|---------------------------------|---------------|
| 8 th and 9 th May 2018 6 th June 2018 | Moorfoot Building (City Centre) | 9.30am-4.30pm |
| 11 th and 10 th October 2018 7 th November 2018 | Moorfoot Building (City Centre) | 9.30am-4.30pm |
| 5 th and 6 th December 2018 9 th January 2019 | Moorfoot Building (City Centre) | 9.30am-4.30pm |
| 13 th and 14 th February 2019 27 th March 2019 | Moorfoot Building (City Centre) | 9.30am-4.30pm |

Self-Neglect- Risk Management

| Target Group | Content |
|--|--|
| <p>This course is for anyone who works with adults (at risk) due to self-harm, self-neglect, hoarding or who are constantly placing themselves in high risk situations. It may be that they are not engaging with services or that services are not working together in a coordinated way.</p> | <ul style="list-style-type: none"> • Outline the risk management model and the decision making processes. • Causes/ impact of Self-neglect • Explain how this model fits with other processes. • Demonstrate use of the self-neglect paperwork and risk assessment tool. |

The date(s) for Self-Neglect- Risk Management are:

| Date | Venue | Time |
|------------------------------------|---------------------------------|--------------------|
| 15 th May 2018 | Moorfoot Building (City Centre) | 1.30pm-4.30pm |
| 10 th July 2018 | Moorfoot Building (City Centre) | 9.30am- 12.30pm |
| 20 th September 2018 | Moorfoot Building (City Centre) | 1.30pm-4.30pm |
| 22 nd November 2018 | Moorfoot Building (City Centre) | 1.30pm-4.30pm |
| 17 th January 2019 | Moorfoot Building (City Centre) | 1.30pm-4.30pm |
| 21 st March 2019 | Moorfoot Building (City Centre) | 1.30pm-4.30pm |

Conducting Effective Enquiries

| Target Group | Content |
|--|---|
| <p>This course is designed for agencies who have been asked to undertake a Sec 42 enquiry within their own organisation in line with The Care Act 2014.</p> <p>It is designed to provide basic skills in relation to planning a Sec 42 enquiry, planning and preparing for interviews and writing enquirer's reports in preparation for outcome meetings</p> | <ul style="list-style-type: none"> • Planning and preparing for interviews with the adult and alleged source of harm • Gathering and assessing information and evidence • Structure and completion of an enquirer's report |

The date(s) for the Conducting Effective Enquiries are:

| Date | Venue | Time |
|-----------------------------------|----------------------------------|-------------------|
| 12 th July 2018 | Moorfoot Building (City Centre) | 9.30am- 4.30pm |
| 4 th October 2018 | Moorfoot Building (City Centre) | 9.30am- 4.30pm |
| 20 th November 2018 | Moorfoot Building (City Centre) | 9.30am- 4.30pm |
| 6 th February 2019 | Moorfoot Building (City Centre) | 9.30am- 4.30pm |
| 19 th March 2019 | Moorfoot Building (City Centre) | 9.30am- 4.30pm |

Safeguarding Managers Two-Day Course

| Target Group | Content |
|---|--|
| <p>This course is for Sheffield City Council, Sheffield Health and Social Care and Health Staff Safeguarding Managers only.</p> <p>This target group are designated Safeguarding Managers under the Care Act 2014.</p> | <ul style="list-style-type: none"> • Define the roles and responsibilities of a Safeguarding Manager • Managers role in chairing an outcome meeting • Describe the criteria used to determine thresholds into adult safeguarding processes • List the purpose and outcomes of a face to face meeting • List the purpose and outcomes of a planning meeting • Describe the Safeguarding Manager's role in supervision, recording and decision making in the enquiry stage • Outline the Safeguarding Managers role in Outcome Meetings |

The dates for the Safeguarding Managers Course are:

| Date | Venue | Time |
|---|----------------------------------|---------------|
| 4 th & 5 th July 2018 | Moorfoot Building (City Centre) | 9.30am-4.30pm |
| 24 th & 25 th October 2018 | Moorfoot Building (City Centre) | 9.30am-4.30pm |
| 23 rd & 24 th January 2019 | Moorfoot Building (City Centre) | 9.30am-4.30pm |

Working With Difficult to Engage Families

| Target Group | Content |
|---|---|
| <p>This course is designed for Social Workers, Health Professionals and Sheffield Health and Social Care Staff. It focuses on cases where there is little or no cooperation from family and this cases have been ongoing for a period of time with little or no progression</p> | <ul style="list-style-type: none"> ● Identify the variety of ways in which non-cooperation can be displayed by families ● Explore the causes of non-cooperation ● Identify strategies which can be employed to try and reduce the likelihood of non-cooperation ● Outline how workers can keep themselves safe and control situations ● Identify the risk factors affecting the vulnerable person and ensure they are safeguarded and their welfare promoted |

Date(s) for the Working with Difficult to Engage Families are:

| Date | Venue | Time |
|-----------------------------------|---------------------------------|-------------------|
| 14 th November 2018 | Moorfoot Building (City Centre) | 9.30am- 4.30pm |

Training Cancellation and Non-Attendance Charging Policy 2015

Aim of the Policy

The aim of this policy is to provide managers with clear information on the charges that will be made for the cancellation of training places and for the non-attendance of booked participants.

Reason for Policy

The demand for places on training programmes and the cost to the Safeguarding Adults Office in providing training means that every place booked needs to be a place used.

Cancellations

Cancellation charges will apply for all places cancelled regardless of length of cancellation notice given. They will apply up to and including the day of the training. The charge for cancellation will be £50 per day, for each training day cancelled. The cancellation charge for ½ days training programmes will be £25 per ½ day.

There will be no charge if you substitute another person to fill the place at the point of cancellation.

Cancellation charges will apply to all Council services and their partners and all external organisations.

Non-attendance

Non-attendance on the day (did not attend and did not cancel) will be charged at a rate of £80 per day, for each day of non-attendance. The charge for ½ day programmes will be £40 per day. These non-attendance charges will apply to all Council services and all external organisations

Service Users who directly employ their own workers will be charged a flat rate of £10 per day for non-attendance (rate applies to both full days and ½ days).

Circumstances when Charges will not apply*

Charges for cancellations or non-attendance will not apply only if:

- There is a personal or family emergency
- Compassionate leave has been given
- Staff have called in sick using absence reporting policies and procedures
- The person has left the Organisation

* Confirmation of the exemptions above is required from your manager at point of cancellation, or on the day of non-attendance, otherwise charges will be incurred. Please e-mail to adult.protection.training@sheffield.gov.uk

Thank you.