

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

TRAINING FRAMEWORK FOR SAFEGUARDING CHILDREN & ADULTS

1.0 INTRODUCTION

1.1 All Health Trusts have a statutory duty to ensure every member of staff is competent and confident in carrying out their Safeguarding responsibilities appropriate to their role and remit. This Framework applies to Children and Adults has been informed by the following documents:

1.2 **Children**

Safeguarding Children and Young People Roles and Competencies for Health Care Staff 2019.
Intercollegiate Framework for Looked After Children (2015).
DoH Working Together to Safeguard Children 2018.
National Service Framework (Standard 5).
Local Safeguarding Children Board Procedures.
Building Partnerships, Staying Safe 2011.

1.3 **Adults**

The Care Act 2014.
Adult Safeguarding Roles and Competencies for Health Care Staff 2018
Local Safeguarding Adult Boards Competency Framework and Training Strategy for Safeguarding Adults.
Mental Capacity Act and Deprivation of Liberty Safeguards 2015.
Building Partnerships, Staying Safe 2011.

1.4 This Framework introduces a training levels underpinned by Agenda for Change Knowledge and Skills framework (KSF) Core Dimension 3 which focuses on maintaining and promoting health safety and security of all those who come into contact with Trust services. In addition, Specific Dimension HWB3 Protection of Health and Well Being which focuses on protecting people when there are risks.

2.0 PURPOSE

2.1 All Trust staff, including non-clinical staff **must** consider the welfare of Children and Adults irrespective of whether they are primarily working with adults or with children and young people.

2.2 This Framework affords staff the opportunity to understand and have the necessary knowledge, skills, attitudes and values to carry out their responsibilities and be aware of safe practice within their work setting with regard to Safeguarding Children and Adults including Looked After Children (LAC) Prevent, Mental Capacity and Deprivation of Liberty Safeguards (MCA DoLS).

- 2.3 This Framework provides a training programme which meets individual training requirements in accordance with specific competency needs within EPUT.
- 2.4 The Framework makes optimal use of the Local Safeguarding Partnership arrangements multi-agency training programmes to promote partnership working.
- 2.5 This Framework ensures that a programme of in house training is in place for all staff including Doctors that supports the delivery of national and local developments. Locum staff should have either undertaken Safeguarding training or have access to in house training.

3.0 QUALITY ASSURANCE

- 3.1 The Trust has a responsibility to ensure that all Safeguarding training (including LAC and Prevent training) is delivered to a consistently high standard, and that a process exists for evaluation of training effectiveness. This responsibility includes ensuring that:
- 3.2 Training is delivered by trainers who are knowledgeable about processes for Safeguarding Children and Adult and have facilitation skills.
- 3.3 Training reflects understanding of the rights of children and adults and is informed by an active respect for diversity and a commitment to ensuring equality of opportunity:
- Training is informed by current research evidence, lessons from Local Child Safeguarding Practice Reviews formally known as Serious Case Reviews, local and national developments and initiatives
 - All training includes a statement of the learning outcomes specific to the appropriate level.
 - The Safeguarding Children and Adult annual reports for the Trust Board will include a report on training and be available via the Trust Intranet Safeguarding site.

4.0 PROCESS

- 4.1 The Trust Safeguarding Training Framework and the Mandatory Training Procedure HPG21 outlines the requirement that **all** EPUT staff must receive Safeguarding Adult and Children Training every three years as *per Table 1*. New staff must access level 1 & level 2 OLM training as appropriate to their role during their induction period within three months of start date. Specific staff are also required to access Looked After Children (LAC) training, Prevent training and MCA & DoLS training.
- 4.2 There are a number of different levels of training dependant on Trust staff role, specialism and contact with adults or children.

- 4.3 All staff should receive an update on safeguarding annually. This does not require attendance at formal training sessions but can be via a team discussion, case study, newsletter, shadowing a colleague etc. The Trust Intranet Safeguarding page contains regular updates for team discussion.
- 4.4 Training can be accessed via the Trust Oracle Learning Management (OLM), Local Safeguarding Partnership arrangements, and National Conferences etc. Training content should comply with the Competencies set out within the Intercollegiate Document 2019 and these Competencies should be reviewed annually as part of staff appraisal system.
- 4.5 The Workforce Development and Training Department will report monthly on compliance levels to the Trust Executive Team and the Trust Mental Health Act and Safeguarding Sub-Committee. Compliance for all training is set at 95% of the true total of staff.
- 4.6 Monthly mapping reports will also be sent to operational managers and directors identifying which of their staff are up-to-date and when they are approaching update deadlines. Non-attendance of courses will also be recorded.
- 4.7 Regular mapping of roles and subsequent training level takes place therefore the list below can change in accordance with newly developed roles or the acquisition of different services. The Trust Safeguarding team work closely with the Workforce development team to ensure effective systems are in place to notify and monitor training.

5.0 SAFEGUARDING TRAINING

5.1 Levels of Training include:

- Level 1 Safeguarding Children & Adults**
ALL Non clinical staff (with no contact with children or adults)
- Level 2 Safeguarding Children & Adults**
Incorporates Level 1-All Clinical Staff including Doctors and those non clinical staff who have contact with children or adults.
- Level 3 Safeguarding Children Training**
‘All clinical staff working predominantly with children, young people and parents who contribute toward assessing, planning and evaluating the needs of children and parenting capacity where there are safeguarding concerns’ (Intercollegiate Document March 2019)
- Level 4 Specialist Safeguarding Children training**
Named and Designated Safeguarding Team staff

The staff above will be prioritised when applying for a place. If staff other than those above wish to attend Level 3 and they have their

manager's agreement then they can apply and will be given a place if available.

6.0 LOOKED AFTER CHILDREN (LAC) TRAINING

There are three levels of LAC training. Level 1 and 2 are integrated into safeguarding training Level 1&2 as demonstrated in the tables in Section 12 below.

6.1 Level 3 LAC Awareness- OLM

Staff working directly with Looked After Children will require awareness training for Looked after Children which is relevant to their role e.g. clinical staff who contribute regularly to address the health needs of a looked after child. The training is competency based and is mapped against the Intercollegiate Framework for Looked After Children (2015).

6.2 Level 3 LAC Health Assessment Training, Face to Face – full day

Looked After Children health assessment training is specialist training for all clinical staff who undertake statutory health review assessments for looked after children. Staff must have completed Level 3 OLM.

7.0 PREVENT TRAINING

7.1 All Trust staff are expected to access basic awareness training in Prevent and this is incorporated into Safeguarding Level 1-3 Safeguarding training as outlined in section 12.

7.2 Specific staff (Sec 12 table 6) are also required to access PREVENT Health Workshop to Raise Awareness of Prevent (WRAP). These staff must complete the OLM package and does not need to be repeated.

8.0 ACCESS TO TRAINING

8.1 The Trust Safeguarding Team in conjunction with the Workforce Development & Training Department and Trust Training Bulletin will circulate details of all available training for staff.

8.2 Safeguarding training is mandatory and all staff will be able to use their training tracker to identify which level of training is appropriate for them. Staff must follow Trust processes to access training via the Mandatory Training Guidance HRP21.

Staff who would like to access training not on their tracker as a mandatory requirement are welcome to attend any course (where spaces are available) and should discuss with their manager and contact the training dept. accordingly.

Training available from other organisations may require staff to complete an additional application form but it is **vital** that the Trust form is also completed in order that staff are registered on the Trust data system as having received training.

- 8.3 The Safeguarding professionals can be contacted by staff to discuss individual safeguarding training requirements.
- 8.4 Staff can access further information on training from their geographical LSCB websites.
- 8.5 Additional supplementary Safeguarding training will be considered in line with Local Safeguarding Partnership arrangements Learning and Improvement strategies. These will include learning from Local Child Safeguarding Practice Reviews formally known as Serious Case Reviews (national & local) and any changes in legislation/statutory guidance and local audit/case reviews.
- 8.6 Operational line managers and individual staff should consider supplementary safeguarding training as part of Personal Development Programme.

9.0 AUDIT & EVALUATION

- 9.1 Training programs will be regularly evaluated to ensure that they meet the agreed learning outcomes.
- 9.2 Audits of Trust training will contribute towards the Local Safeguarding Partnership arrangements training reports.
- 9.3 Trust staff may be contacted and expected to inform safeguarding training evaluation processes, following participation in training events.

10.0 MONITORING & DATA COLLECTION

- 10.1 The Workforce, Training and Development department maintain data on
 - those applying for and attending training.
 - the numbers from particular staff groups that attend training.
- 10.2 The Safeguarding Team maintains data on all training they have delivered and send attendance lists to the Training Department.

11.0 REPORTING ARRANGEMENTS

- 11.1 Performance reports are presented internally and externally from the Trust.
- 11.2 A performance report will be included in all Safeguarding annual reports.
- 11.3 Training reports will be shared with the Local Safeguarding Partnership arrangements where required.

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11.4 The Training Framework will be agreed by the Safeguarding team and Workforce Planning Group before being approved by the Mental Health Act & Safeguarding Sub-Committee.

12.0 TRAINING REQUIREMENTS

The following table outlines the Training requirements for Trust Clinical and Non Clinical Staff

12.1 TABLE 1

LEVEL 1: SAFEGUARDING CHILDREN & ADULTS

STAFF REQUIREMENTS	ALL NON CLINICAL STAFF
METHOD Updates	OLM / E-LEARNING A written update or briefing of any changes in legislation and practice from the Trust Safeguarding Team will be available at a minimum of annually via Trust news team meetings etc.
FREQUENCY DURATION	Repeat every three years Minimum 2 hours
Competency	<ul style="list-style-type: none"> • Understand what constitutes child/adult abuse. • Know the range of categories of abuse. • Know what to do when there are concerns that a child or adult is being or is at risk of suffering significant harm.
Knowledge	<ul style="list-style-type: none"> • Know about local policies / procedures. • Know who to contact if staff have concerns. • Understand the importance of sharing information, how it can help and the dangers of not sharing information. • Know what the term Looked After Child (LAC) means • Awareness of the role of the Local Safeguarding Partnerships • Honour Based Abuse e.g. Female Genital Mutilation • Prevent • Child Sexual Exploitation and Exploitation • Modern day slavery and Child Trafficking • MCA DOLS
Skills	<ul style="list-style-type: none"> • Be able to recognise signs of child /adult abuse as this relates to their role. • Be able to seek advice and report concerns, ensuring that they are listened to.
Attitudes & Values	<ul style="list-style-type: none"> • Willingness to listen to children & young people and act on concerns.

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12.2 TABLE 2

LEVEL 2: (Incorporates level 1) SAFEGUARDING CHILDREN & ADULTS

STAFF REQUIREMENTS	ALL CLINICAL STAFF
METHOD Updates	OLM / E-LEARNING A written update or briefing of any changes in legislation and practice from the Trust Safeguarding Team will be available at a minimum of annually via Trust news team meetings etc.
FREQUENCY	Staff should repeat this training every three years if they only complete one of the level 3 safeguarding training i.e. either adults or children training packages. No update is required if staff have completed both level 3 safeguarding children and adult training packages.
DURATION	Minimum of 4 hours
Competency	<ul style="list-style-type: none"> • As level 1. • Be able to recognise child /adult abuse. • Be able to document concerns. • Know who to inform. • Understand the next steps in the child/adult safeguarding process. • Be aware of relevant legislation • Be able to identify and refer for concerns of Prevent, Honour Based Abuse e.g Female Genital Mutilation in addition to Child Sexual Exploitation, Exploitation and MCA DoLS
Knowledge	<ul style="list-style-type: none"> • As level 1. • Understand risk factors associated with Safeguarding i.e. domestic abuse, drug/alcohol misuse, parental mental health concerns • Understand the needs of the child are paramount • Understand the need for Capacity Assessments for safeguarding adults • Understand Deprivation of Liberty Safeguards • Understands the purpose and need for Child Practice Reviews • Understand the increased needs on Looked After Children • Awareness of Local Safeguarding Partnerships
Skills	<ul style="list-style-type: none"> • As level 1. • Be able to document child/adult concerns, differentiating between fact and opinion. • Where further support is needed, know when to take action and when to refer to managers or the Safeguarding Team.
Criteria for assessment	<ul style="list-style-type: none"> • As level 1. • Demonstrates appropriate referral for assessment for family support to reduce risks of child /adult maltreatment. • Demonstrates the referral process using the appropriate referral forms for Safeguarding concerns • Demonstrates accurate documentation of concerns.
Attitudes & Values	<ul style="list-style-type: none"> • Recognises how own beliefs, experience and attitudes might influence professional involvement in safeguarding work

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12.3 TABLE 3

LEVEL 3: SAFEGUARDING CHILDREN TRAINING

<p>STAFF REQUIREMENTS</p>	<p>Health Visitors, School Nurses, Community staff nurses 0-19 team service, Locality Leads for Children (Bedford), Locality Managers for Children, Heads of service for Children's Community Services, Team leaders in Children's Community Services, Modern Matrons for Children's Community Services, Family Nurse Practitioners, Paediatric Nurses and Doctors, Registered Paediatrics allied health professionals, CAMHS Registered staff and doctors, Consultant Psychiatrists, Learning Disability Nurse Team Manager/ Heads of Service, Community Drug & Alcohol registered staff (STaRS), Community Psychiatric Nurses Band 5-7, Community Social Workers, Safeguarding Practitioners, Sexual Health staff. e.g. senior nurses for CASH, Clinical Nurse Specialists for CASH, modern matrons for CASH, Chlamydia screening coordinator and Nurse practitioner for Chlamydia. Lead Immunisation Nurses and Lead Nursery Nurses</p> <p>(Staff working in Older Peoples services are NOT required to attend however; if any staff other than those above wishes to attend Level 3 and they have their manager's agreement then they can apply and will be given a place if available.</p>
<p>METHOD</p> <p>Updates</p>	<p>Face to Face</p> <p>A written update or briefing of any changes in legislation and practice from the Trust Safeguarding Team will be available at a minimum of annually via Trust news, team meetings etc.</p>
<p>FREQUENCY</p> <p>DURATION</p>	<p>Repeat every three years</p> <p>Minimum 8 hours</p>
<p>Competency</p>	<ul style="list-style-type: none"> • As level 2. • Knowledge of the implications of key national document / reports. • Understand the assessment of risk and harm. • Understand multiagency framework and Information sharing • Be able to present Safeguarding Children concerns in a Safeguarding conference or meeting. • Puts into practice knowledge of how to reduce risks of harm. • Ability to contribute to child practice reviews or serious case reviews for children or adults. • Prevent, FGM, Exploitation, CSE, Gangs, Cuckooing and Honour based abuse
<p>Knowledge</p>	<ul style="list-style-type: none"> • As level 2. • Aware of implications of recent legislation / national documents. • Understand multi-agency frameworks on assessment processes, including the use of the Common Assessment Framework. • Understand the basics of forensic procedures. • Some understanding of Fabricated or induced illness(FII) • Aware of resources that may be available within health and other agencies, including the voluntary sector, to support adult's children or families in need.(Advocates, Independent Mental Capacity Advocate IMCA)

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	<ul style="list-style-type: none"> • Know what to do when there is an insufficient response from other organisations or agencies. • Understand the process for following up failure to attend appointments • Awareness of the function of the Local Safeguarding Partnerships
Skills	<ul style="list-style-type: none"> • As level 2. • Be able to undertake an assessment of risk. • Be able to identify and outline the management of children in need. • Be able to instigate measures to reduce the risk of abuse occurring.
Attitudes & Values	<ul style="list-style-type: none"> • Understands the impact of a family's cultural /religious background when assessing risks • Understand the potential personal impact of safeguarding work on staff and the need for effective support and supervision
Criteria for assessment	<ul style="list-style-type: none"> • As level 2. • Demonstrates advanced knowledge of patterns and indicators of maltreatment. • Demonstrates understanding of information sharing issues related to child protection, children in need and adult protection. • Demonstrates knowledge of each agency's role and responsibilities within local policies and procedures.

12.4 TABLE 4

LEVEL 4-6

SPECIALIST SAFEGUARDING TRAINING

STAFF REQUIREMENTS	Named Safeguarding Team members
METHOD Updates	Face to Face A written update or briefing of any changes in legislation and practice from the Trust Safeguarding Team will be available at a minimum of annually via Trust news, team meetings etc.
FREQUENCY DURATION	Repeat every three years 24 hours within three years
Competency	As per Level 1-3 and <ul style="list-style-type: none"> • Able to implement and audit the effectiveness of Safeguarding services on an organisational level.
Knowledge	<ul style="list-style-type: none"> • Understand the Commissioning and planning of safeguarding services • Advanced understanding of Information Governance • Know about the Experts role in the Court process.
	As Level 1-3

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Skills	<ul style="list-style-type: none"> • Able to give advice on policy and legislative Frameworks. • Able to advise other agencies on health management and services related to Safeguarding. • Able to participate in Child Practice Reviews, Serious Case Reviews, Homicide Reviews and IMR's. • Able to lead service reviews. • Able to establish Quality assurance measures and processes. • Able to deal with media and organisational public relations concerning Safeguarding and the impact on the Trust.
Criteria for assessment	<ul style="list-style-type: none"> • Demonstrates a knowledge of the process of Child Practice, SCR and Homicide Reviews. • Demonstrates knowledge of performance indicators, trends and analysis of Safeguarding data and the implications for Trust clients and services. • Demonstrates knowledge of functions of Local Safeguarding Partnerships.

12.5 TABLE 5:

LEVEL 3

LOOKED AFTER CHILDREN TRAINING

STAFF REQUIREMENTS:	Staff working in Community Health Services and CAMHS working directly with Looked After Children (as per list 12.3. Safeguarding Children Level 3)
METHOD Update	OLM E-Learning or direct face to face session A written update or briefing of any changes in legislation and practice from the Trust Safeguarding Team will be available at a minimum of annually via Trust news team meetings etc.
FREQUENCY DURATION	Every three years <u>LAC Awareness: via OLM</u> This course encompasses a full day for those clinical staff who contribute regularly to address the health needs of a Looked After Child. <u>LAC RHA: Full Day Face to face</u> Targeted Looked After Children health assessment training All clinical staff who undertake statutory health review assessments for looked after children.
Competency	<ul style="list-style-type: none"> • Knowledge of the implications of key national document / reports. • Understand the assessment of risk and harm. • Understand multiagency framework and Information sharing. • Ability to contribute to serious case reviews for children or adults.
Knowledge	<ul style="list-style-type: none"> • Understands the impact of ante-natal factors and adverse life events on a child's development, physical health, emotional wellbeing, • Knows the increased vulnerability of this group to substance misuse,

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	<p>self-harm, sexual exploitation, criminality, teenage pregnancy, and exclusion from education, mental, emotional and behavioural difficulties.</p> <ul style="list-style-type: none"> • Understands issues around consent, confidentiality and the implications of data protection relevant to their own role. • Understands own role within the multi-agency framework, assessment, care planning and monitoring.
Skills	<ul style="list-style-type: none"> • Able to contribute to the statutory health assessment and implementation of health care plans, and when requested contribute via report or attendance at Statutory LAC Review. • Able to identify and advise local authorities in respect of special educational needs. • Able to build positive relationships with parents/carers and be skilled in managing conflict and difficult behaviours. • Able to identify the need for further specialist support, advice, and supervision in situations where the looked after child's problems require further expertise or intervention such as in relation to sexual health, emotional or mental health, developmental difficulties and/or the disabled children and take appropriate action.
Attitudes & Values	<ul style="list-style-type: none"> • Understands the impact of a family's cultural /religious background when assessing risks

TABLE 6 **PREVENT: Working to Raise Awareness of Prevent (WRAP)** *(Please note: basic Prevent training is incorporated within Level 1-3 Safeguarding courses for ALL Trust staff. Below is specialised Prevent training programme))*

STAFF REQUIREMENTS	<p>Health Visitors, School Nurses, Community staff nurses 0-19 team service, Locality Leads for Children (Bedford), Locality Managers for Children, Heads of service for Children's Community Services, Team leaders in Children's Community Services, Modern Matrons for Children's Community Services, Family Nurse Practitioners, Paediatric Nurses and Doctors, Registered Paediatrics allied health professionals, CAMHS Registered staff and doctors, Consultant Psychiatrists, Learning Disability Nurse Team Manager/ Heads of Service, Community Drug & Alcohol registered staff, Community Psychiatric Nurses Band 5-7, Community Social Workers, Safeguarding Practitioners, Sexual Health staff. e.g. senior nurses for CASH, Clinical Nurse Specialists for CASH, modern matrons for CASH, Chlamydia screening coordinator and Nurse practitioner for Chlamydia. Lead Immunisation Nurses and Lead Nursery Nurses.</p>
METHOD Update	<p>OLM E-LEARNING</p> <p>A written update briefing of any changes in legislation and practice from the Trust Safeguarding Team will be available at a minimum of annually via Trust news team meetings etc.</p>

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FREQUENCY DURATION	ONCE ONLY 1- 1.5 hours
Competency	<ul style="list-style-type: none"> • Knowledge of the implications of key national document / reports. • Understand the Prevent agenda and CONTEST. • Understand multiagency framework and Information sharing • Be able to raise concerns with the Safeguarding Team. • Puts into practice knowledge of how to reduce risks of harm. • Ability to contribute to meetings and or reports as necessary.
Knowledge	<ul style="list-style-type: none"> • As level 2. Understands the impact of Prevent on service users and their families • Be able to respond appropriately to concerns regarding possible Prevent issue • Knows the increased vulnerability of this group to radicalisation and grooming. • Understands issues around consent, confidentiality and the implications of data protection relevant to their own role. • Know who to share information with and when, understanding the difference between information sharing on individual, organisational and professional levels.
Skills	<ul style="list-style-type: none"> • Able to contribute to the assessment and implementation of care plans. • Able to identify and advise police and other professionals in respect of risk of radicalisation. • Able to communicate and engage effectively with service users and professionals regarding decisions affecting them as appropriate. • Able to identify the need for further specialist support, advice, and supervision in situations where problems require further expertise or intervention.

END