

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

TRAINING FRAMEWORK FOR SAFEGUARDING ADULTS & CHILDREN

1.0 Introduction

- 1.1 This Training Framework complies with the Local Safeguarding Board training strategies, the Care Act 2014, the Intercollegiate Document 2014 and the Trust Human Resources Procedural Guidelines HRP21. The framework is reflected in the Trust Induction. Mandatory & Essential Training Procedure HRP21
- 1.2 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:
- 1.3 **Children**
DoH Intercollegiate Document 2014– Safeguarding Children: Roles and Competencies for health staff
DoH Working Together to Safeguard Children 2013
National Service Framework (Standard 5)
Local Safeguarding Children Board Procedures
Building Partnerships, Staying Safe 2011
- 1.4 **Adults**
The Care Act 2014
Local Safeguarding Adult Boards Competency Framework and Training Strategy for Safeguarding Adults
Mental Capacity and Deprivation of Liberty Safeguards 2015
Building Partnerships, Staying Safe 2011
- 1.5 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

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regard to Safeguarding Children and Adults including Mental Capacity (MCA) & Deprivation of Liberty Safeguards (DOLS) and Prevent.

- 2.3 This Framework provides a training programme which meets individual training requirements in accordance with specific competency needs within the Trust.
- 2.4 The Framework makes optimal use of the Local Safeguarding Board 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 children 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 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 training and 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 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 compliance and evaluation and be available via the Trust Insite Safeguarding site.

4.0 Process

- 4.1 The Trust Safeguarding Training Framework and the Mandatory Training Procedure HRP21 outlines the requirement that **all** TRUST staff must receive Safeguarding Adult and Children Training every three years as *per table 1*. New staff must access induction within one week of starting their position. Specific staffs are also required to access, Prevent 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, lessons learnt event, newsletter, shadowing a colleague etc. The Trust InPut Safeguarding page contains regular updates for team discussion.
- 4.4 Training can be accessed via the Trust E-Learning, Local Safeguarding Adult Boards, and National Conferences etc.
- 4.5 The Workforce Development and Training Department will report monthly on compliance levels to the Trust Executive Team and the Trust Safeguarding Group. Compliance for all Core Practice training fields is set at a minimum of 90% of the true total of staff. Training compliance is discussed during individual supervision and available on the training tracker system.
- 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 are allocated to staff according to their role and band. Levels include:**

Level 1 Safeguarding Children & Adults

ALL Non clinical staff

Level 2 Safeguarding Children & Adults

Incorporates Level 1-All Clinical Staff including Doctors

Level 3 Safeguarding Adults

Clinicians working with adults and older people in mental health learning disability, STaRS, community health service and all safeguarding team staff.

Level 4 Specialist Safeguarding Adult training

Members of the Safeguarding Adult Team

If staff other than those for whom a course is mandatory, 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 PREVENT Training

6.1 Basic awareness training in Prevent

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

6.2 Workshop to Raise Awareness of Prevent (WRAP)

Specific staff (table 1) are also required to attend separate face to face PREVENT Workshop to Raise Awareness of Prevent (WRAP). This training is delivered in house and lasts for 1- 1.5 hours and does not need to be repeated.

7.0 Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS)

7.1 Basic Awareness

E-Learning for clinical staff working with adults and older people including forensic services.

7.2 Specialist MCA DoLS training is available via face to face sessions for all nurses Band 5-8 including doctors who work in inpatient units in Community, Mental Health and LD services. This does **NOT** apply to staff working in Forensic Services.

8.0 Access to Training

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

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

Other staff who would like to access training not on their tracker are welcome if places are available. Staff should discuss with their manager and contact the training dept.

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 staffs are registered on the Trust data system as having received training.

- 8.3 The Safeguarding Team can be contacted by staffs that require particular training topics or programmes.
- 8.4 Staff can access further information on training from Local Safeguarding Board websites.

9.0 Audit & Evaluation

- 9.1 Training programs will be regularly evaluated to ensure that they meet the agreed learning outcomes. Staff may be contacted following training to explore if and how learning has improved clinical practice.
- 9.2 Audits of Trust training will contribute towards the Local Safeguarding Boards training reports.

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 staff attendance at face to face training delivered and send data to the Trust Central System accordingly

11.0 Reporting Arrangements

- 11.1 A performance report will be presented to the Trust Safeguarding Group at each meeting.
- 11.2 A performance report will be included in all Safeguarding annual reports
- 11.3 Training reports will be shared with the CCG/LSCB /LSAB where required
- 11.4 The Training Framework will be agreed by the Safeguarding Group and Workforce Planning Group before being approved by the Mental Health & Safeguarding Committee.

12.0 Training Requirements

The following tables outline the Training requirements for Trust Clinical and Non Clinical Staff

TABLE 1

Safeguarding						
<p><i>Safeguarding Adult and Children Level 1</i> <i>Intercollegiate Guidance for Adult & Children</i> <i>CSFT Safeguarding Adults, CSFT safeguarding children</i></p>	All staff	E-Learning	E-Learning	3 yearly	Initially at corporate induction	364 safeguarding adults and children level 1 OLM (year)
<p><i>Safeguarding Adult and Children Level 2 (including MCA, DOLS and PREVENT)</i></p>	All clinical staff and non-clinical staff who have contact with adults, children or young people	E-Learning	E-Learning	3 yearly	Initially at corporate induction	364 safeguarding adults and children level 2 OLM (year)
<p><i>Safeguarding Adults level 3 (including MCA, DOLS and PREVENT WRAP)</i> <i>Intercollegiate Guidance for Adults and Children</i></p>	All registered clinical staff (excluding scientists) working in Mental Health , Learning Disability and	Classroom	1 day	3 yearly		

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<p>CSFT Preventing Radicalisation (Awareness of PREVENT)</p>	<p>Adult services</p>					
<p>CSFT Safeguarding Adults level 3</p>						
<p>Safeguarding Children level 3 (including LAC and PREVENT WRAP)</p>	<p>All registered clinical staff (excluding scientists) working in Mental Health , Learning Disability and Children services</p>	<p>Classroom</p>	<p>1 day</p>	<p>3 yearly</p>		
<p>Intercollegiate Guidance for Adults and Children</p>						
<p>CSFT Preventing Radicalisation (Awareness of PREVENT)</p>						
<p>CSFT Safeguarding Children level 3</p>						
<p>Safeguarding Children level 4</p>						
<p>Intercollegiate Guidance for Adults and Children</p>						
<p>CSFT Preventing Radicalisation (Awareness of PREVENT)</p>	<p>All safeguarding team</p>	<p>Classroom</p>	<p>1 day</p>	<p>3 yearly</p>	<p>Sourced externally</p>	
<p>CSFT Safeguarding Children level 4</p>						
<p>CSFT Safeguarding Adults level 4</p>						

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