

Safeguarding-Roles and Responsibilities

Whatever their role all staff should know when and how to report any concern about abuse or neglect of an adult or child. It is a statutory responsibility of the employing organisation to have in place appropriate and sufficient training for safeguarding adults and children.

Individual staff members have a duty to access safeguarding training at an appropriate level and to ensure they have sufficient knowledge and competence to carry out their roles and responsibilities. Staff members and employers should both keep a record of any training attended. It is the employing organisation's responsibility to seek assurance that their staff meets safeguarding competences and assess the effectiveness of the training through one to one sessions or group discussions.

All staff should have basic knowledge and understanding of safeguarding adults and children, **to include local policies and procedures.**

Safeguarding Children Training

The Intercollegiate Document (2014) is **statutory guidance** setting out minimum requirements for Safeguarding Children Training for all healthcare professionals.

Level 3-The Safeguarding Lead GP should undertake a minimum of 12-16 hours safeguarding children training over a three-year period and should demonstrate and evidence through appraisal, multi-disciplinary and inter-agency learning. This should include a minimum of three hours face to face training. In addition learning should include personal reflection and scenario-based discussion, drawing on case studies, serious case reviews, lessons from research and audit.

Other examples of learning could be through the format of Multi-disciplinary Practice Meetings, learning events or briefing workshops. The Lead Safeguarding GP should keep up to date regarding safeguarding practice nationally and locally.

Level 3-All GP's should undertake a minimum of 6 hours over a three-year period and should demonstrate and evidence through appraisal, multi-disciplinary and inter-agency learning. This should include an element of face to face training (This is recommended to be a minimum of three hours over the 3 year period). Training should be Level 3 (as per Intercollegiate Document 2014) or Target Group 2 for WSCB; [Level 3/Target Group 2 Safeguarding Children training can be accessed via WSCB, , CCG or Externally].

Level 2-All non-clinical and clinical staff who have any contact with children, young people and/or parents/carers should undertake Level 2 safeguarding children training. This includes

practice nurses, practice managers and dentists. Over a three-year period, professionals at level 2 should receive refresher training equivalent to **a minimum of 3-4 hours**.

(In some cases Practice Nurses may need Level 3-this will depend on their role i.e. if they contribute to planning and assessing care-please see Intercollegiate document as each role is different and each GP practice should assess which level of training enables the practice nurse to have the safeguarding competencies required for their roles and responsibilities.

Level 1-All staff working in healthcare settings

All staff requiring basic safeguarding/ child protection training and who do not require other levels of competency. Over a three-year period, staff at level 1 should receive refresher training (As a minimum this would be an e-learning course designed for this level of competency). Staff at this level would include, for example, Board level Executives and non executives, lay members, receptionists, administrative, caterers, domestics, transport, porters, community pharmacist counter staff and maintenance staff, including those non clinical staff working for independent contractors within the NHS such as GPs, optometrists, contact lens and dispensing opticians, dentists and pharmacists, as well as volunteers across health care settings and service provision.

Level 1 and Level 2 can be completed as e-learning

Where is Training available?

E-learning

E-Learning is available at Health Education England for Levels 1 and 2

<http://www.e-lfh.org.uk/programmes/safeguarding-children/>

A variety of e-learning modules are also available from Worcestershire Safeguarding Children Board including Universal (Level 1), Universal Refresher (Level 1 Refresher), Target Training 1 Refresher (Level 2)

WSCB Website www.worcestershire.gov.uk/safeguardingchildren

http://www.worcestershire.gov.uk/info/20380/safeguarding_children_information_for_professionals/897/safeguarding_children_training

Face to Face

Training can be accessed via WSCB for Target 1 (Level 2) & Target 2 (=Intercollegiate Level 3) (Full Day or half day Refresher)

WSCB Website

http://www.worcestershire.gov.uk/info/20380/safeguarding_children_information_for_professionals/897/safeguarding_children_training

Click on-How to book training. Scroll page and see what is available-**Click on** relevant hyperlink.

Download the [booking form and cancellation policy](#).

WSCB provide several training session dates for the year. These are in addition to those offered by the CCGs.

For WSCB multi- agency training contact: wscbtraining@worcestershire.gov.uk

-E-learning and other courses are available to contribute to your overall learning over a three year period.

N.B. Core training is free –this includes : Target 1, Target 2 (Level 3) Full day or half day refresher.

Specialist or additional training incurs a charge for your practice (For example: half day physical abuse).

Level 3 Refresher training for GPs can also be booked via the CCGs (4 hour session)- Book through Cental business support

NHS Redditch and Bromsgrove Clinical Commissioning Group

NHS Wyre Forest Clinical Commissioning Group

NHS South Worcestershire Clinical Commissioning Group

✉ rbccg.centralbusinesssupport@nhs.net.

☎ 01527 482900 Ext 32900

The Intercollegiate Document 2014 sets out a flexible approach to learning but should include multi-disciplinary and scenario-based discussion drawing on case studies and lessons from research and audit. This should be appropriate to the speciality and roles of participants. Organisations should consider encompassing safeguarding learning within regular, multiagency or vulnerable family meetings, clinical updating, clinical audit, reviews of critical incidents and significant unexpected events and peer discussions.

All practices should regularly include safeguarding as an item at their PHCT meetings or equivalent to allow the Safeguarding Lead to update colleagues as required.

Safeguarding Adult Training

NHSE Adult Safeguarding: Roles and Competencies for Health Care Staff First edition: August 2018 (Intercollegiate Document) sets out minimum requirements for Safeguarding Adult Training for all health professionals. Worcestershire Safeguarding Adults Board (WSAB) Multi-agency Adult Safeguarding competency Framework 2016 sets out minimum requirements for Safeguarding Adult Training for all professionals.

The Care Act 2014 sets out a statutory requirement for GPs and staff to have the appropriate level of competence for Safeguarding Adults.

Achieving competence requires more than attendance at a training course, although this may be an element of developing competence. The assessment of competence should include a combination of direct observation of practice and a process of exploration, discussion and questioning. This could be carried out in supervision or as part of a follow up to training.

All staff should have basic knowledge and understanding of safeguarding adults, **to include local policies and procedures.**

Safeguarding Adults Level 3 -All staff who regularly contribute in the investigation of adults at risk of harm or abuse and/or their families / carers, (through the multiagency

safeguarding procedures, and assessing, planning, intervening and evaluating the needs of an adult that there are safeguarding concerns about). This includes GPs, Practice Nurses, District Nurses, Registered Nurses in Nursing Homes.

Competence at this level is about individuals starting to act on the information which may indicate possible harm or abuse and advise other members of the care team if they have concerns.

Level 3- The Safeguarding Lead GP should undertake a minimum of 12-16 hours safeguarding adult training over a three-year period. This should include as a minimum attending Level 3 face to face training as education and learning opportunities should be multi-disciplinary and inter-agency, and delivered internally and externally. Learning should include personal reflection and scenario-based discussion, drawing on case studies, safeguarding adult's reviews, lessons from research and audit, as well as communicating with individuals about what is happening. **Training should include attendance at a WRAP 3 workshop (for Prevent),** or completion of the Home Office eLearning for Prevent.

Level 3-All other GP's- Over a three-year period, professionals at level 3 should receive refresher training equivalent to a **minimum of eight hours over a three year period** Training, education and learning opportunities should be multidisciplinary and inter-agency **and therefore include an element of face to face training.** It should be delivered in manner which encourages personal reflection and may include scenariobased discussion, drawing on case studies, serious case reviews, lessons from research and audit. This should be appropriate to the specialty and roles of the participants Organisations should consider encompassing adult safeguarding learning within regular multiprofessional and/or multi-agency staff meetings, continuous professional development activities, clinical updating, clinical audit, reviews of critical incidents and significant unexpected events, and peer discussions. Such participative learning time should be documented and a reflective record kept by the practitioner/ organisation (as per Intercollegiate Document 2018). **Prevent-** Competency can be acquired by attending a Workshop to Raise Awareness of Prevent (WRAP) or by completing an approved e-learning package every 3 years.

N.B. Training at level 3 will include the training required at level 1 and 2 and will negate the need to undertake refresher training at levels 1 and 2 in addition to level 3

Safeguarding Adults Level 2- All staff that have regular contact with patients, their families or carers, or the public.

*Competence at this level is about individuals starting to report on the information which may indicate possible harm or abuse and knowing who to contact and seek advice from within the care team if they have concerns. **Prevent eLearning** must also be completed. **This is the minimum level of competence for all professionally qualified healthcare staff.** This may include - Receptionists, Domestic Assistants, Transport staff, Porters, and in-house Maintenance staff, Phlebotomists, Pharmacists and Counter staff, as examples of staff who have regular contact with patients. All front line Ambulance Emergency and Urgent Care (E&U) staff including Volunteers, Patient Transport Services and Emergency Operations Centre staff.*

Level 1 (Basic Awareness) -The minimum level of competence required of all staff working in a health care organisation. All staff should be able to recognise indicators of abuse and neglect and know who in their organisation to approach to discuss safeguarding concerns. Level 1 Basic awareness should be achieved via eLearning at induction (within 1 month of commencing in post). Staff who are only required to complete Level 1 will do this 3 yearly as a refresher (via e-learning). **Prevent eLearning must also be completed. This includes, for example, Administrative staff, Caterers, Laboratory staff, Finance and Payroll staff, Supplies.**

Level 1 and Level 2 can be completed as e-learning

Where is Training available?

Level 1 and Level 2 Safeguarding Adults training is available via e-learning, for example through ESR or similar management systems or from Health Education England
<http://www.e-lfh.org.uk/programmes/safeguarding-adults/>

Prevent E-Learning is available at : (e-learning for healthcare) Preventing Radicalisation Level 3:
<https://portal.e-lfh.org.uk/Component/Details/511790>

E-Learning Mental Health Prevent Training:

<https://www.elearning.prevent.homeoffice.gov.uk/mentalhealth>

Competency can be acquired by attending a Workshop to Raise Awareness of Prevent (WRAP) or by completing an approved e-learning package every 3 years.

Level 3 Face-to-face Safeguarding Adults training sessions (4 hour session) aim to provide staff with information to enable them to understand safeguarding roles and responsibilities as well as local procedures for raising safeguarding concerns.

Book through Central business support

NHS Redditch and Bromsgrove Clinical Commissioning Group

NHS Wyre Forest Clinical Commissioning Group

NHS South Worcestershire Clinical Commissioning Group

✉ rbccg.centralbusinesssupport@nhs.net.

☎ 01527 482900 Ext 32900

Ellen Footman Head of Safeguarding/ Designated Nurse, Safeguarding;

Dr David Lewis Designated Doctor for Safeguarding; Dr George Henry GP Clinical Lead for Quality; Jeremy Newell Deputy Designated Nurse (Adult Safeguarding Lead); Sarah Dempsey Named Professional for Safeguarding (Primary Care) on behalf of Worcestershire health economy, including NHS Redditch and Bromsgrove CCG, NHS Wyre Forest CCG and NHS South Worcestershire CCG. The framework will be reviewed again in 2020.

Appendix 1

Useful info :

All GPs should know where to access Worcestershire's Multi-Agency Child Protection Procedures

<http://westmidlands.procedures.org.uk/board/Worcestershire/3cjN>

Suggest all safeguarding Leads read these documents:

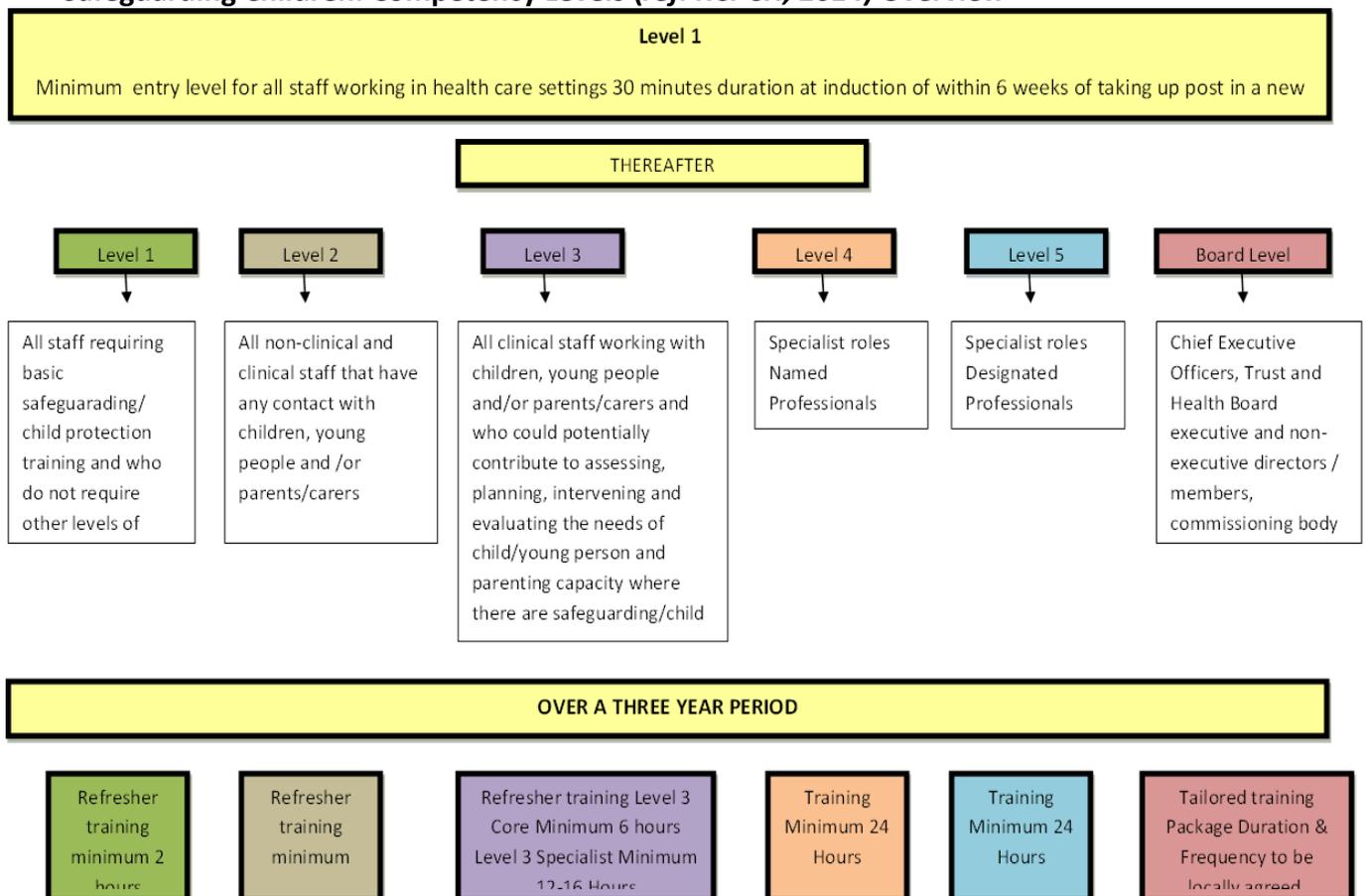
Working Together 2018 The published guidance can be viewed at the following link - <https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Levels of Need Guidance (Formally Thresholds Document) should be used by all GPs as an aide professional decision making
http://www.worcestershire.gov.uk/downloads/file/7962/levels_of_need_guidance_formerly_threshold_guidance

Safeguarding Children and Young People: The RCGP/NSPCC Safeguarding Children Toolkit for General Practice
<http://www.rcgp.org.uk/clinical-and-research/clinical-resources/~media/Files/CIRC/Safeguarding-Children-Toolkit-2014/RCGP-NSPCC-Safeguarding-Children-Toolkit.ashx>

Intercollegiate Document 2014
<http://www.apagbi.org.uk/sites/default/files/images/Safeguarding%20Children%20-%20Roles%20and%20Competences%20for%20Healthcare%20Staff%20%2002%2000....pdf>
 Accountability & Assurance Framework (2015) - <http://www.england.nhs.uk/wp-content/uploads/2015/07/safeguarding-accountability-assurance-framework.pdf>

Safeguarding Children: Competency Levels (ref. RCPCH, 2014) Overview



ADULTS

Care Act (2014) <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

Worcestershire County Council Policy & Procedures - [Policies and Procedures - Worcestershire Safeguarding Adults Board Guidance | Worcestershire County Council](#)

NHSE Adult safeguarding: Roles and competences for health care staff – Intercollegiate Document 2018.

[file:///M:/TeamShare/CCG Quality&PatientSafety/Safeguarding/Safeguarding%20Competency%20Framework/Safeguarding%20Adults%20Intercollegiate%20Document%202018.pdf](file:///M:/TeamShare/CCG%20Quality&PatientSafety/Safeguarding/Safeguarding%20Competency%20Framework/Safeguarding%20Adults%20Intercollegiate%20Document%202018.pdf)

Safeguarding Adults : Training Requirements Overview

Competence level required by role	
LEVEL 1	All staff working in health care settings.
LEVEL 2	All staff who have regular contact with patients, their families or carers, or the public.
LEVEL 3	All registered health and social care staff working with adults who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns (as appropriate to role).
LEVEL 4	Specialist roles – named professionals.
LEVEL 5	Specialist roles – designated professionals.
BOARD LEVEL	Chief executive officers, trust and health board executive and non-executive directors/members, commissioning body directors. This includes boards of private, independent health care and voluntary sector as well as statutory providers.

NB: It is expected that Level 3 competencies will be met within 12 months of induction.		LEVEL OF TRAINING (confirmed by Training Passport)					
		1	2	3	4	5	BOARD
INDUCTION	30 mins. within six weeks of commencing post	√	√	√	√	√	√
REFRESHER TRAINING HOURS	Duration over a three-year period:						
	2 hours	√					√ + Board specific
	4 hours		√				
	8 hours			√			
	24 hours				√	√	