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1. **INTRODUCTION:**

Welcome to the Learning and Development Safeguarding Adults Training Programme for 2017/18.

The programme contains information about all of the planned Safeguarding Adults training courses that will be available throughout the year.

The programme aims to support front line staff across partner agencies to acquire and extend the necessary knowledge, skills and competencies required to identify and respond to issues of concern.

This document outlines how you can identify training requirements and how you can access appropriate learning opportunities to support you and your team in your work with adults at risk.

These courses are open to everyone working with vulnerable adults in Bexley including those in the following sectors:

- Health and Social Care
- Private, Independent and Voluntary organisations/group
- Care workers and day centre staff
- Volunteers
- Carers
- CCG and NHS staff

I hope that this document proves to be informative and that it encourages you to undertake the interesting, enjoyable and important Learning and Development, Safeguarding Adults training courses.

Please note that not all courses are suitable for all staff/agencies but this is made clear in each course description.

**Malcolm Bainsfair, Head of Adult Safeguarding**
2. **COMPETENCE IN SUPPORTING ADULTS AT RISK**

Bexley Safeguarding Adults Board has agreed a set of competencies for all staff and volunteers.
It has been devised to provide a baseline for standards of competence that individuals can expect to receive from those professionals and organisations that have key responsibilities in safeguarding adults. It also provides employees and employers with a benchmark for the minimum standard of competence required of those who work with vulnerable adults across a range of sectors.

The framework in Bexley draws upon guidance from the Bournemouth University National Framework for Safeguarding Adults.

The aim of these competencies is to provide workers (paid and unpaid) from across all sectors with a set of specific standardised knowledge, understanding, skills and confidence to undertake their role and to ensure they are working in accordance with current good practice.

These competencies will be used to underpin and support the range of safeguarding adults training delivered by the SAB and partner organisations / agencies.

Please see the link below for the BSAB Competency Framework:


3. **FUTURE TRAINING**

This programme forms the basis of the safeguarding training on offer through the Safeguarding Adults Team. However, this is a constantly evolving programme based upon identified learning objectives of staff across the health and social care economy and as a result will be subject to change from time to time.

Additional development opportunities will be communicated separately as required.

We intend to introduce support sessions for ‘service users’ in this important area as part of the preventative focus of adult safeguarding and further details will be available during the year.

4. **COURSE PROGRAMME DETAILS**

E-LEARNING COURSES
The London Borough of Bexley continues to provide a range of free to access e-learning courses, which includes amongst others:

- Safeguarding Adults – Level 1
- Safeguarding Adults – Level 2
- Mental Capacity Act
- Deprivation of Liberty Safeguards
- Safeguarding and child protection for non-children's service workers
- Safeguarding Adults for non-adult services

Access to e learning is determined by which organisation you belong to:

**LBB Staff – (inc staff seconded to Oxleas NHS Foundation Trust)**

Staff wishing to access the safeguarding adults (and other related e learning courses) should log in via I Learn.

**Link:** [http://www.learningpool.com/bexley/welcome/](http://www.learningpool.com/bexley/welcome/)

**Partner Agencies/Organisations.**

**Registration - Please follow these steps**

1. Make sure you have access to your email account to register.
2. Go online and type in the address: [http://bexley.melearning.university/course_centre](http://bexley.melearning.university/course_centre)
3. Follow the steps to self-register and you may receive an e-mail advising you to await validation (this is to ensure genuine Bexley agencies are accessing the resources)
4. Once validated you will receive a welcome e-mail confirming your username and password

Each course should take between 1 to 1½ hours to complete and at the end of each there is a short quiz to test your understanding. Once you have passed the final quiz for each course you will receive a downloadable certificate.

If you have any general queries or problems accessing your e-learning course please e-mail: helpdesk@melearning.co.uk please provide your name, user name and contact phone number someone will then contact you as soon as possible.

**Cost:** No cost

**SAFEGUARDING ADULTS – Level 1. (BASIC AWARENESS)**

**Suitable for:**

The course is for all staff that have contact with vulnerable adults within LBB or Partner Agencies who may be at risk of abuse or neglect. It will provide participants with a basic
awareness of adult safeguarding, which is a minimum requirement for everyone either as volunteer or employee.

This course (in addition to the e-learning course) provides knowledge and understanding of adult safeguarding at basic awareness level and is designed to be practical and engaging, requiring the attendees to consider dilemmas and scenarios, based on real life cases and covers:

- What is abuse?
- Who is an Adult at Risk?
- How to recognise signs and symptoms of abuse
- Responsibilities of Averters
- Do’s and Don’ts for Averters
- Reporting concerns

**Pre course requirements:**
None

**Delivery method**

The Tutor will deliver this workshop using a mixture of face to face presented information, written examples of pertinent case law and case studies which will enable the integration of theory into practice.

**Learning outcomes:**
This course supports Competencies 1-5, of the Safeguarding Adults Competency Framework

**Course Dates:**

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<tbody>
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<td>6th June 2017</td>
<td>2pm - 4pm</td>
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<td>22nd September 2017</td>
<td>10am – 12noon</td>
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<tr>
<td>7th February 2018</td>
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<tr>
<td>22nd March 2018</td>
<td>2pm - 4pm</td>
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**Venue:** To be confirmed

**Cost:**
No cost.

**SAFEGUARDING ADULTS - TRAIN THE TRAINERS**

**Suitable for:**
It is expected that most services/providers will ensure staff access adult safeguarding training as part of their ‘in house’ mandatory training arrangements.
This course is designed for smaller organisations or groups with less ability to equip and update key personnel/volunteer. The advantage of this is that it will provide your agency/organisation the flexibility to train staff as and when required and course participants will have access to appropriate presentation/training materials for use within your agency.

**Individuals must be nominated by their organisation.**

Staff who attend this course need to undertake to attend regular update/refresher training to ensure ongoing updating of changes/developments.

**Pre-Course requirements:**
Participants must have completed Basic Awareness training within the last two years.

**How is the training delivered?**

Training takes place up to twice yearly, dependent upon demand, and is led by a member of the Safeguarding Adults Team, employed by the London Borough of Bexley.

Participants work through the material provided to support staff in development of basic awareness and raising concerns responsibilities. This course when delivered to front line staff supports Competencies 1-5, of the Safeguarding Adults Competency Framework.

**Learning Outcomes:**
Participants will have a heightened level of awareness of issues relating to adult safeguarding and increased confidence in providing advice and guidance to colleagues within their own organisations in relation to adult safeguarding.

*Participants will need to demonstrate competence in delivery before being accredited to deliver the package to staff routinely. This will be through direct observation by a member of the Safeguarding Adults Team.*

**Course Dates:**

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<tr>
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**Venue:** To be confirmed

**Cost:**
No cost.

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**MULTI-AGENCY SAFEGUARDING ADULTS WORKSHOP LEVEL 2/3**

**Suitable for:**
This course is relevant for all staff from LBB and its partners who may have a role to play in a safeguarding enquiry (Section 42).
The day looks at changes introduced as part of the Care Act 2014 in relation to safeguarding adults, but then works through real examples of concerns from receipt to closure.

Participants, wherever possible assume real role responsibilities to understand better their part in enquiries, but also to understand that of others/other agencies.

The workshops are therefore designed to ensure an appropriate range of partners.

**Pre-course requirements:**
Applicants should have completed one of the Basic Awareness Courses.
SAMs/EOs should complete the SAM/EO training before attending this course if possible or after if this is not possible.

**Learning outcomes:**
- This course will enable participants to obtain the necessary skills/knowledge to fulfil the range of responsibilities as outlined in ‘London multi-agency policy and procedures to safeguard adults from abuse’.
- To build up an understanding of their individual and collective responsibilities within the various stages of the safeguarding process.
- It will enable SAM’s and EO’s to practice the necessary skills in coordinating the enquiry and key decisions around the enquiry, effective chairing of key meetings, as well as how to effectively coordinate risk assessments and risk management.
- Understand the key principles of Making Safeguarding Personal

This course supports Competencies 14 – 22, of the Safeguarding Adults Competency Framework.

**Course Dates:**

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<td>30 Nov 2017</td>
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<td>22 Feb 2018</td>
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**Venue:** To be confirmed

**Cost:** No cost

**THE ROLE OF SAFEGUARDING ADULTS MANAGERS & ENQUIRY OFFICERS**

**Suitable for:**
This course is primarily for LBB/Oxleas managers (SAM’s) who coordinate Section 42 Safeguarding Enquiries and who oversee and support Enquiry Officers (EO’s) who have responsibility to manage the Enquiry.

It is designed to reflect the changing statutory nature of safeguarding adult’s enquiries and the changes to practice developed through the Making Safeguarding Adults Personal initiatives.

**Pre-course requirements:**
Applicant should have completed one of the Basic Awareness Courses. It is also envisaged that SAM’s and EO’s will also undertake Multi-Agency Safeguarding Adults Workshop (Level2/3).

**Learning outcomes:**
- This course will enable Managers to obtain the necessary skills/knowledge to fulfil the range of responsibilities as outlined in ‘London multi-agency policy and procedures to safeguard adults from abuse’.
- To build up an understanding of their management responsibilities within all the stages of the safeguarding process, from the initial Safeguarding Concern, the Statutory Safeguarding Enquiry, including the management of safeguarding meetings, to closure.
- It will provide managers with the necessary skills in coordinating the enquiry and key decisions around the enquiry, effective chairing of key meetings, as well as how to effectively coordinate risk assessments and risk management.
- Understand the key principles of Making Safeguarding Personal

This course supports Competencies 14 – 22, of the Safeguarding Adults Competency Framework.

**Course Dates:**

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<td>17th January 2018</td>
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**Venue:** To be confirmed

**Cost:** No cost.

**THE ROLE OF THE MANAGER IN PROVIDER ORGANISATIONS**

**Suitable for:**
This course will support senior staff and managers of provider organisations to consider their roles in leading their organisations when a 'statutory safeguarding enquiry' is taking place relating to their customers/Clients/patients.

Residential or Nursing Care Homes, Home Care agencies, Statutory Agencies such as Police, Health Trusts, Voluntary agencies, Social and Health Care workers, Advocacy groups, Faith communities in Bexley

It can also be attended by staff working in London Borough of Bexley’s Contracts and Commissioning.

Pre-course requirements:
All delegates should have previously completed safeguarding basic awareness training and should be familiar with the Pan London Safeguarding Adults Procedures and local arrangements prior to attending the course.

Learning Outcomes: At the end of the course participants will be able to:

- recognise when bad practice becomes a safeguarding issue
- respond to and report concerns, disclosures and allegations
- collate and record initial information
- understand when and how to use emergency systems to safeguard vulnerable adults
- understand how to preserve evidence, as appropriate to your role
- understand the different roles and responsibilities of the different agencies involved in the safeguarding process including the function of strategy meetings and case conferences and your role at these
- support service users and their informal carers to understand safeguarding issues and maximise their decision making
- promote working practices which minimise the risk of abuse and maximise the protection of vulnerable adults
- Understand the key principles of Making Safeguarding Personal

This course supports Competencies 1 -5 & 6 - 13, of the Safeguarding Adults Competency Framework.

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Venue: To be confirmed

Cost:
No cost.

SELF-NEGLECT AND HOARDING
Suitable for:

This course has been developed for learners who have previously completed Safeguarding Awareness and Mental Capacity Act training.

The Care Act 2014 has formally recognised self-neglect as a type of abuse and neglect meaning that people who self-neglect can now be supported by safeguarding adults approaches, as well as receiving more general support from practitioners. This course provides an awareness of what constitutes self-neglect and will explore the key concepts of supporting the individual.

The course will also provide learners with knowledge of Hoarding as a disorder. The course focuses on understanding the different ways in which a hoarding disorder manifests, and the impact it has on individuals and others within their social networks. It also considers the benefits of early intervention in promoting mental health and well-being.

Pre-course requirement:
The applicant should have completed the Safeguarding Adults and Mental Capacity Training (Level 1)

Learning Outcomes:
Having completed this course the participants will be able to:

- What constitutes self-neglect?
- Recognising self-neglect
- Legislation and guidance
- Court of Protection
- Multi agency working
- Principles of intervention

- What is Hoarding?
- Comorbidity
- Manifestations of Hoarding
- The Impact of Hoarding on individuals
- Solution based support

This course supports Competencies 1-5, 6-13 in the Safeguarding Adults Competency Framework

Course Dates:
Dates to be arranged. Please apply to the waiting list.

Venue: To be confirmed

Cost: No cost.

SAFER RECRUITMENT IN THE VOLUNTARY & COMMUNITY SECTOR

Suitable for:
Staff in the voluntary and community sector who have responsibility for recruitment of staff and volunteers

**Pre-course requirements:**
Participants must have completed Basic Awareness training.

**Learning Outcomes:**
To enable voluntary, community, faith and charitable settings to adopt safer recruitment practices

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

- State at least 2 reasons why safer recruitment practices should be used when working with children, young people, families or adults at risk
- Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- Produce policies and adopt practices that minimise opportunities for abuse or ensure its prompt reporting
- Explain when a DBS and a vetting and barring list check should be used

**Course Dates:**

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**Venue:** To be confirmed

**Cost:**
No cost

**PREVENT**

**Suitable for:** This course is open to anyone employed by the London Borough of Bexley Adult Social Care only.

**Pre course requirements**
None

**Learning Outcomes:**
What is Prevent?! “Prevent is part of the UK’s counter terrorism strategy, preventing people from becoming involved in terrorism or supporting terrorism”

Delivered by a Facilitator, the Home Office WRAP session is a one hour DVD led workshop aims to provide attendees with:

- an understanding of the Prevent agenda and their role within it
- the ability to use their existing expertise and professional judgement to recognise potentially vulnerable individuals and know when an intervention may be necessary to support them
• knowledge of when, how and where to refer concerns about vulnerable individuals.

Course Dates:

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<td>22nd June 2017</td>
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<td>20th July 2017</td>
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Venue: To be confirmed

Cost: No cost.

LEVEL 1. BASIC AWARENESS OF THE MENTAL CAPACITY ACT

Suitable for:
This introductory course is for all levels of staff in all social and healthcare organisations in Bexley and includes individuals from the voluntary sector who hold responsibility for the correct implementation of the MCA and the correct recording of assessments and Best Interest decisions made.

Pre course requirements
The applicant is strongly urged to complete, if not already done so, the e-learning package on the Mental Capacity Act.

The Tutor will deliver this workshop using a mixture of face to face presented information, written examples of pertinent case law and case studies which will enable the integration of theory into practice.

Learning outcomes:
This course provides knowledge and understanding of the Mental Capacity Act and the Deprivation of Liberty Safeguards (DOLS) at basic awareness level. The workshops will also enable participants to gain an understanding of the role of Lasting Powers of Attorney/Court Appointed Deputies, the role of an IMCA (Independent Mental Capacity Act Advocate) and understanding of the implications of Advanced Decisions/Statements and recently developed criminal acts under the MCA (Section 44).
Completion of Level 1 will enable you to undertake more specialised training in Level 2.

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<td>16th August 2017</td>
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<td>15th November 2017</td>
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<td>15th February 2018</td>
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**LEVEL 2. UNDERTAKING ASSESSMENTS AND BEST INTEREST DECISIONS UNDER THE MENTAL CAPACITY ACT**

**Suitable for:**
This course is open to anyone employed by or volunteers in the London Borough of Bexley and who may be called upon to undertake an assessment of an individual’s mental capacity and/or may require a decision to be made or enter into a legal contract with the London Borough of Bexley.

**Pre course requirements**
The applicant must have completed Level 1 training and/or the e-learning package on the Mental Capacity Act.

**Learning Outcomes:**
The course will enable you build on and further develop an understanding of what is expected in law, including best practice as to what constitutes a Capacity Assessment. It will provide you with the knowledge to understand and fulfil the role of “Decision Maker” and “Best Interest Decision Making”.

The Tutor will deliver this workshop using a mixture of face to face presented information, written examples of pertinent case law and case studies which will enable the integration of theory into practice.

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<td>13th December 2017</td>
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<tr>
<td>7th March 2018</td>
<td>9.30am – 4pm</td>
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**Venue:** To be confirmed

**Cost:**
No cost.

**THE ROLE OF THE COURT OF PROTECTION**

**Suitable for:**
This course is open to London Borough of Bexley/Oxleas staff only who may be called upon to undertake an assessment of an individual’s mental capacity and/or may require a decision to be made or enter into a legal contract with the London Borough of Bexley.

**Pre course requirements**
The applicant must have completed Level 1 training and/or the e-learning package on the Mental Capacity Act.

**Learning Outcomes:**
The course will enable you build on and further develop an understanding of what is expected in law re Mental Capacity and on the workings and expectations of the Court of Protection.

**Course Dates:**

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<tr>
<td>27th July 2017</td>
<td>9.30am- 12.30pm</td>
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**Venue:** To be confirmed

**Cost:**
No cost.

**SHORT DEVELOPMENT WORKSHOPS FOR LBB AND OXLEAS STAFF.**

**MINUTE taking in safeguarding adults meetings**

**Suitable for:**
LBB/ Oxleas Administrative staff that may be required to take minutes at safeguarding adults at risk meetings.

This course aims to enable participants to explore the policy framework for safeguarding and the role and requirements of the minute takers in the safeguarding process. It will examine the duties and responsibilities of Administrative staff; working effectively with Chairs and capturing information for Liquid Logic/Rio.

**Pre-course requirements:**
Applicants should have completed one of the Basic Awareness courses before attending this course.

**Learning outcomes:**
By the end of the session, participants will have gained the opportunity to develop their skills in minute taking and will have acquired knowledge of the safeguarding procedure and policy. They will have been able to examine their role in relation to the responsibility...
of the chair in safeguarding meetings and will have considered how best to capture key points and actions to evidence effective safeguarding practice.

This course supports Competencies 1-5 & 6-12 in the Safeguarding Adults Competency Framework

**Course Dates:**

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<td>27th September 2017</td>
<td>10am – 1pm</td>
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**Venue:** To be confirmed

**Cost:**
No cost.

**PRACTICE DEVELOPMENT WORKSHOP – Safeguarding Adults Risk Assessment/Management**

**Suitable for:**
This short course is primarily for LBB/Oxleas EO’s and SAM’s but may also be of interest to others involved in risk assessment/management within the context of Safeguarding Adults.

**Pre-course requirement:**
The applicant should have completed the Basic Awareness course.

**Learning outcomes:**
The course will enable the participants to:

- Have an overview of positive risk management and the role in undertaking safeguarding enquiries
- Understand how to gather information relevant and undertake a risk assessment
- Be aware of the issues relating to mental capacity, inclusion of the adult at risk, confidentiality, conflicting perceptions of risk.
- Identify potential means to minimise/manage risk
- Identify and access other forums of risk management ie MARAC.

This course supports Competencies 1-5, 6-13 in the Safeguarding Adults Competency Framework

**Course Dates:**

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<td>2pm – 3.30pm</td>
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**Venue:** To be confirmed

**Cost:**
No cost.

**PRACTICE DEVELOPMENT WORKSHOP – Conducting Disclosure Interviews**

**Suitable for:**
This short course is primarily for LBB/Oxleas EO’s and SAM’s but may also be of interest to others involved in risk assessment/management within the context of Safeguarding Adults.

**Pre-course requirement:**
The applicant should have completed the level 1 Basic Awareness course.

**Learning outcomes:**
Having completed this course, and through the necessary organisational support and reinforcement, the attendees will be able to:

- Have a good understanding/knowledge of the theory of achieving best evidence.
- Be aware of the dilemmas in achieving best evidence (capacity, confidentiality, barriers to communication, engagement of the adult at risk in the most suitable manner)
- To be able to plan and implement an interview and take into account the any special needs of the adult at risk.

This course supports Competencies 1-5, 6-13 in the Safeguarding Adults Competency Framework

**Course Dates:**

| 18th September 2017 | 2pm – 3.30pm |

**Venue:** To be confirmed

**Cost:** No cost.

**PRACTICE DEVELOPMENT WORKSHOP - Information gathering from Provider agencies/Organisations**

**Suitable for:**
This short course is primarily for LBB/Oxleas EO’s and SAM’s but may also be of interest to others involved in risk assessment/management within the context of Safeguarding Adults.

The event will be co led by a member of the Safeguarding Adults Team and an experienced LBB Quality Assurance Officer
Pre-course requirement:
The applicant should have completed the Basic Awareness course.

Learning outcomes:
Having completed this course the participants will be able to:

- Have better insight and knowledge of key areas of information which may be required as part of an enquiry
- To understand the nature and function of key documents i.e. Waterlow scores and how to interpret such information
- To know of other people able to advise/support in this process
- The roles of others

This course supports Competencies 1-5, 6-13 in the Safeguarding Adults Competency Framework

Course Dates:

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<td>11th October 2017</td>
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Venue: To be confirmed

Cost: No cost.

PRACTICE DEVELOPMENT WORKSHOPS - Financial abuse

Suitable for:
This short course is primarily for LBB/Oxleas EO’s and SAM’s but may also be of interest to others involved in risk assessment/management within the context of Safeguarding Adults who need to deepen their understanding of concerns in relation to financial or material abuse.

Pre-course requirements:
Participants must have completed Basic Awareness training.

Learning Outcomes:
Having completed this course the participants will be able to:

- Identify concerns about financial/material abuse
- Have explored a range of potential responses to dealing with instances of financial/material abuse, including which other agencies to engage with and when to be able to respond appropriately to concerns about financial/material abuse including recognising when the concern meets the threshold for undertaking Statutory Safeguarding Enquiries.
- Have gained an understanding of the causes and factors relating to this type of abuse
• Have considered the importance of maintaining accurate, complete and up-to-date records
• To understand your role within the Multi-Agency Safeguarding Adults Policy and Procedures

This course supports Competencies 1-5, 6-13 in the Safeguarding Adults Competency Framework

Course Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>7th November 2017</td>
<td>10am – 11.30am</td>
</tr>
</tbody>
</table>

Venue: To be confirmed

Cost: No cost.

PRACTICE DEVELOPMENT WORKSHOP – Domestic Abuse

Suitable for:
This short course is primarily for LBB/Oxleas EO’s and SAM’s but may also be of interest to others involved in risk assessment/management within the context of Safeguarding Adults who need to deepen their understanding of concerns in relation to Domestic abuse.

Pre-course requirements: Participants must have completed Basic Awareness training.

Learning Outcomes:
Having completed this course the participants will be able to:

• Explain the definition domestic abuse & the different forms of domestic abuse
• Discuss the impact upon victims of domestic abuse & some possible reasons why it occurs
• Explain the signs and symptoms of domestic abuse
• Explain what to do if you become aware that domestic abuse may be taking place
• Discuss what the law says
• Explain what help and support is available for victims of domestic abuse
• Be aware of potential responses to dealing with instances of domestic abuse, including which other agencies to engage with and when concern meets the threshold for undertaking Statutory Safeguarding Enquiries
• Be aware of appropriate risk assessments and links to multi agency forums ie MARAC

This course supports Competencies 1-5, 6-13 in the Safeguarding Adults Competency Framework

Course Dates:
4th December 2017  2pm – 3.30pm

**Venue:** To be confirmed

**Cost:** No cost.

**PRACTICE DEVELOPMENT WORKSHOP – Forced marriages**

**Suitable for:**
This short course is primarily for LBB/Oxleas EO’s and SAM’s but may also be of interest to others involved in risk assessment/management within the context of Safeguarding Adults who work directly with adults or children in the London Borough of Bexley who need to deepen their understanding this complex and challenging issue and therefore to enable better detection and protection of children and adults at risk of forced marriage.

**Pre-course requirements:**
Participants must have completed Basic Awareness training.

**Learning Outcomes:**
Having completed this course the participants will be able to:

- Define forced marriage
- Summarise the legal context of forced marriage
- Identify children and adults at risk of forced marriage
- Describe the barriers to seeking help and service provision
- Take appropriate action when a disclosure is made regarding fear of or actual forced marriage
- Discuss local and national case examples of good practice

This course supports Competencies 1-5, 6-13 in the Safeguarding Adults Competency Framework

**Course Dates:**

| 26th March 2018 | 10.30am – 12noon |

**Venue:** To be confirmed

**Cost:** No cost.

5. **HOW TO APPLY**
For all individuals, please use the application form found at the end of this programme. Please complete then email/scan to SafeguardingAdults@bexley.gov.uk

6. CANCELLATION POLICY

Please note that the courses listed in this training programme are at no cost to participants or their organisations. However, a decision has been made to introduce a cancellation fee should the applicant not attend, or fail to attend the complete course.

Your cost centre/organisation will be charged to cover our costs - £100 for a full day or £50 for a half day course.

Delegates will not be admitted if they arrive 15 minutes or more late; the cancellation charge will apply in these circumstances.

Please note that you may substitute delegates up to the day before the course.

There may be, due to unforeseen circumstances, situations where a course may need to be cancelled. Wherever possible the candidate and/or their line manager will be informed as far in advance as the situation will allow.

If you require any further information about any of these courses/workshops, or you would like to discuss on-site training, please contact: Safeguarding Adults Team

SafeguardingAdults@bexley.gov.uk
## TRAINING CALENDAR

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TIMETABLE OF TRAINING DATES 2017/18</th>
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<tbody>
<tr>
<td>May</td>
<td>MCA Training  Level 1 8th May 2017 1.30pm -4pm</td>
<td>Prevent Training 16th May 2017 10am -11am</td>
<td>Multi Agency Safeguarding Adults Level 2/3 18 May 2017 9.30am-4.30pm</td>
<td>Court of Protection Training (Overview) 25th May 2017 9.30am-12.30pm</td>
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<tr>
<td>June</td>
<td>Level 1 Basic Awareness 6th June 2017 2pm -4pm</td>
<td>Train the Trainer 9th June 2017 9.30am- 12.30pm</td>
<td>Safeguarding Adults -The role of the SAM and Enquiry Officer. 14th June 2017 2pm – 5pm</td>
<td>MCA Training Level 2 20th June 2017 9.30am – 4pm</td>
<td>Court of Protection Training (Overview) 22nd June 2017 9.30am-12.30pm</td>
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<tr>
<td>July</td>
<td>PRACTICE DEVELOPMENT WORKSHOP Safeguarding Adults Risk Assessment/Management 6th July 2017 2-3.30pm</td>
<td>The Role of the Manager in Provider Organisations 14th July 2017 9.30am – 12.30pm</td>
<td>Prevent Training 20th July 2017 10am- 11am</td>
<td>Court of Protection Training (Overview) 27th July 2017 9.30am-12.30pm</td>
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<tr>
<td>August</td>
<td>MINUTE taking in safeguarding adults meetings 1st August 2017 2pm – 5pm</td>
<td>MCA Training Level 1 16th August 2017 10am – 12.30pm</td>
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<td>September</td>
<td>Multi Agency Safeguarding Adults Level 2/3 7 Sep 2017 9.30am - 4.30pm</td>
<td>MCA Training - Level 2 13th September 2017 9.30am – 4pm</td>
<td>PRACTICE DEVELOPMENT WORKSHOP - Conducting Disclosure Interviews 18th September 2017 2pm – 3.30pm</td>
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<td></td>
<td>Level 1 Basic Awareness 22nd September 2017 10am – 12noon</td>
<td>MINUTE taking in safeguarding adults meetings 27th September 2017 10am – 1pm</td>
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<td>October</td>
<td>Safeguarding Adults - The role of the SAM and Enquiry Officer. 4th October 2017 10am – 1pm</td>
<td>PRACTICE DEVELOPMENT WORKSHOP - Information gathering from Provider agencies/Organisations 11th October 2017 10am – 11.30am</td>
<td>MultiAgency Safeguarding Adults Level 2/3 19 Oct 2017 9.30am-4.30pm</td>
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<tr>
<td>November</td>
<td>PRACTICE DEVELOPMENT WORKSHOP- Financial Abuse 7th November 2017 10am – 11.30am</td>
<td>MCA Training Level 1 15th November 2017 10am – 12.30pm</td>
<td>Level 1 Basic Awareness 16th November 2017 2pm - 4pm</td>
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<td></td>
<td>Multi Agency Safeguarding Adults Level 2/3 30 Nov 2017 9.30am-4.30pm</td>
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<td>Month</td>
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<td>Date</td>
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<tr>
<td>December</td>
<td>PRACTICE DEVELOPMENT WORKSHOP - Domestic Abuse</td>
<td>4th December 2017</td>
<td>2pm – 3.30pm</td>
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<tr>
<td></td>
<td>MCA Training -Level 2</td>
<td>13th December 2017</td>
<td>9.30am – 4pm</td>
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<tr>
<td>January</td>
<td>Multi Agency Safeguarding Adults Level 2/3</td>
<td>11 Jan 2018 9.30am-</td>
<td>4.30pm</td>
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<tr>
<td></td>
<td>The Role of Safeguarding Adults Managers &amp; Enquiry Officers</td>
<td>17th January 2018</td>
<td>2pm – 5pm</td>
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<td>Safer Recruitment in the Voluntary &amp; Community Sector.</td>
<td>23rd January 2018</td>
<td>2pm -4pm</td>
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<tr>
<td></td>
<td>The Role of the Manager in Provider Organisations</td>
<td>30th January 2018</td>
<td>2pm – 5pm</td>
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<tr>
<td>February</td>
<td>Level 1 Basic Awareness</td>
<td>7th Feb 2018 10am –</td>
<td>12noon</td>
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<tr>
<td></td>
<td>MCA Training Level 1</td>
<td>15th February 2018</td>
<td>10am – 12.30pm</td>
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<tr>
<td></td>
<td>Multi Agency Safeguarding Adults Level 2/3</td>
<td>22 Feb 2018 9.30am-4.30pm</td>
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<tr>
<td>March</td>
<td>MCA Training Level 2</td>
<td>7th March 2018 9.30am-</td>
<td>4pm</td>
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<tr>
<td></td>
<td>Level 1 Basic Awareness</td>
<td>22nd March 2018</td>
<td>2- 4pm</td>
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<tr>
<td></td>
<td>PRACTICE DEVELOPMENT WORKSHOP - Forced marriages</td>
<td>26th March 2018</td>
<td>10.30am-12noon</td>
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</table>
Course Application Form
Please fully complete the form below electronically and return to:
safeguardingadults@bexley.gov.uk

Please note incomplete forms will not be processed.

<table>
<thead>
<tr>
<th>Full Name: (Please print in capital letters)</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Full Organisation Address:</td>
</tr>
<tr>
<td><strong>Agency:</strong> e.g. PVI (private, voluntary or independent), Oxleas, Health, Police etc.</td>
</tr>
<tr>
<td>Telephone No.</td>
</tr>
<tr>
<td><strong>Work Email Address:</strong> We will use this email address to send out confirmation of course details</td>
</tr>
<tr>
<td>Course Title:</td>
</tr>
<tr>
<td>Course Date:</td>
</tr>
</tbody>
</table>

By signing the application form you agree to the terms and conditions of the London Borough of Bexley’s cancellation policy:
- Cancellations must be received at least 10 working days prior to delivery date.
- If you do not attend, or fail to attend the complete course, your cost centre/organisation will be charged to cover our costs - £100 for a full day or £50 for a half-day course.
- Delegates will not be admitted if they arrive 15 minutes or more late; the cancellation charge will apply in these circumstances.

<table>
<thead>
<tr>
<th>Managers Name: (Please print)</th>
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</thead>
<tbody>
<tr>
<td>Managers Signature:</td>
</tr>
<tr>
<td>Manager’s email address and telephone number</td>
</tr>
<tr>
<td><strong>Invoice Address for external organisations</strong> (this will be used if the cancellation fee applies)</td>
</tr>
</tbody>
</table>

Please specify if you have any additional needs that you wish us to consider.

Please await confirmation and joining instructions to confirm your place on the course.