



**LONDON BOROUGH OF HACKNEY COMMUNITY SERVICES
WORKFORCE DEVELOPMENT TEAM**

**SAFEGUARDING ADULTS TRAINING BROCHURE FOR
SEPTEMBER 2010 – MARCH 2011**

Welcome to the Hackney Community Services Workforce Development Team

Workforce development activities aim to help staff, partners and carers learn, succeed and deliver positive outcomes in the lives of Hackney's residents.

The courses listed in this brochure offer staff and partners a unique opportunity to:

- work more effectively across divisions and organisations in the borough;
- transform commitment and knowledge into action and
- adapt to the change agenda in adult social care and the challenging financial situation facing the Council.

Community Services Workforce Development Team: who to contact

Safeguarding, Essential Skills and Personalisation

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NVO, Professional Development, Prevention & Well-Being

Carol Lee-Baker 020 8356 4652
Carol.lee-baker@hackney.gov.uk

Learning Disabilities, Mental Health Services and Carer Training

Simon Richardson 020 8356 2872
Simon.richardson@hackney.gov.uk

Provider Development

Ann Waugh 020 8356 4660
Ann.waugh@hackney.gov.uk

Certificates

Attendance certificates for non-qualification courses are provided by the trainer on the day.

Certificates for qualification courses will be sent out subsequently.

Refreshments

Lunches are not provided unless stated.

Accessibility

If you have any special requirements, please let us know.

Contacts for Safeguarding Adults Team in Hackney

For advice and information about Safeguarding in Hackney.

Telephone: 020 8356 5782

Web:

<http://www.hackney.gov.uk/safeguarding-vulnerable-adults.htm>

Email: adultprotection@hackney.gov.uk

How to enrol

For an application form, or to know more, please view the our intranet page on

<http://staffroom.hackney.gov.uk/cs-courses>

or contact:

Jo McGlynn 020 8356 4539

Jo.mcglynn@hackney.gov.uk

or

Carl Foster 020 8356 3732

Carl.foster@hackney.gov.uk

The application form is used to monitor access to training opportunities. Therefore, employees of LB Hackney need to record their employee number on the form. Any application form not fully completed will be returned to you. The closing date for courses is usually 4 weeks before the course is held.

Completed forms should be returned:

- **by email** to Jo.mcglynn@hackney.gov.uk or Carl.foster@hackney.gov.uk, or
- **by fax** to 020 8356 4591, or
- **by post** to:
LB Hackney Community Services, Workforce Development Team, 3rd Floor, Hackney Service Centre, 1 Hillman Street, London E8 1DY.

Enrolment is on a first-come basis. Courses can fill up very quickly so it is advisable to apply as soon as possible.

Online information

From:

<http://staffroom.hackney.gov.uk/cs-courses>

the following information is available:

- a) A list of all current courses;
- b) An application form to enrol;
- c) The feedback forms which need to be completed at the end of the course and in supervision 2-3 months after the course;
- d) The National Competence Framework for Safeguarding Adults and
- e) Access to the Safeguarding Adults Awareness e-learning package.

Training costs

Courses are free to staff and partner organisations.

Cancellations

If you cannot attend a course on which you have enrolled, please let us know straight away so that the place can be offered to another applicant.

Learning & development safeguarding adults courses

page

Safeguarding Adults Awareness/Alerters.....	4
Safeguarding Adults Investigators.....	4
Safeguarding Adults Refresher	4
Chairing Safeguarding Adults Meetings.....	5
Minute Taking for Cases Under Protection of Vulnerable Adults.....	5
Safeguarding Adults – The Legal Context.....	5
Safeguarding Adults: Risk Assessment and Protection Planning.....	6
Safeguarding Vulnerable Adults from Financial and Material Abuse.....	6
Achieving Best Evidence in Criminal Proceedings.....	6
Safeguarding Adults Awareness E-Learning.....	7
Safeguarding Children Multi-Agency Learning and Development Programme.....	7
Domestic Violence Awareness Training.....	7

Safeguarding Adults Awareness/Alerters	
Date	07 October 2010
	23 November 2010
	17 December 2010
	19 January 2011
	09 February 2011
	14 March 2011
Duration	½ day
Time	09.30 – 12:30 13.30 – 16.30
Venue	City Edge, 125-127 Mare Street.
Tutor	Syed & Quinn Ltd.
Places	16
Cost	Free

Who is the course for?

This course is designed for anyone who has contact with the public. Staff and volunteers from the following sectors are included: all Community Services staff, Police, voluntary sector and community groups, adult social care providers, housing, health and education.

What will the course cover?

This course is designed to provide participants with the opportunity to develop an understanding of Hackney's Safeguarding Adults Policy & Procedure and in doing so, give them the confidence and knowledge they need to recognise indicators of abuse and to know how to raise a safeguarding alert in a variety of settings.

Safeguarding Adults Investigators	
Date	20-21 October 2010
	02-03 November 2010
	28-29 March 2011
Duration	2 days
Time	09:30 – 16:30
Venue	City Edge, 125-127 Mare Street
Tutor	Annie Zlotnick
Places	16
Cost	Free

Who is the course for?

Staff with a responsibility for co-ordinating or having significant involvement in the investigation process contained within Hackney's Safeguarding Adults Policy and Procedure.

Participants should have undertaken at least an awareness raising course in the past and be in a statutory service with a role that includes participating in the investigation of safeguarding adult cases.

What will the course cover?

During this interactive course participants will recap on the indications of possible abuse, look at the framework for investigating abuse and use discussion groups and case studies to work through an investigation.

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

- Describe the process of investigation, interviews, disclosure, key decisions
- Discuss the legal framework
- List some possible barriers/solutions when dealing with abuse.

Safeguarding Adults Refresher	
Date	06 January 2011 23 March 2011
Duration	1 day
Time	09.30 – 16.30
Venue	City Edge, 125-127 Mare Street.
Tutor	Annie Zlotnick
Places	16
Cost	Free

Who is the course for?

This course is required for all individuals who support vulnerable adults and who have previously undertaken Safeguarding Adults Awareness training (not more than two years ago).

What will the course cover?

This refresher course on protecting vulnerable adults will enable workers to respond effectively to suspected or actual abuse.

At the end of the course participants will have:

- Explored the concept of safeguarding adults
- Developed an understanding of the roles and responsibilities of multi-agency partners in safeguarding adults
- Identified and recognised the factors and situations that may lead to a safeguarding adults situation
- Knowledge of what to do if concerns exist about potential safeguarding adults situations
- Considered how their own practice and that of their organisation can be improved to ensure prevention of potential safeguarding adults issues
- Knowledge of any changes to local policy or legislation in the last two years.

Chairing Safeguarding Adults Meetings	
Date	25 November 2010
Duration	½ day
Time	09.30 – 12.30
Venue	City Edge, 125-127 Mare Street
Tutor	Syed & Quinn Ltd.
Places	16
Cost	Free

Who is the course for?

Senior practitioners, team managers and others who may be given the responsibility of chairing safeguarding adult and other formal meetings. New staff to this area should attend the Safeguarding Adults Awareness/Alerters training first.

What will the course cover?

The course will enable participants to explore and improve existing skills in chairing meetings with particular reference to the requirements and legal underpinning of safeguarding adults assessments/ investigation meetings.

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

- Chair these meetings in a way that meets policy and practical requirements and also the rules of evidence and legal requirements.

Minute Taking for Cases Under Protection of Vulnerable Adults	
Date	25 November 2010
Duration	½ day
Time	13:30 – 16:30
Venue	City Edge, 125-127 Mare Street
Tutor	Syed & Quinn Ltd.
Places	16
Cost	Free

Who is the course for?

Any member of staff who may be given the responsibility of taking minutes at safeguarding adults and other legally bound and confidential meetings. New staff to this area should attend the Safeguarding Adults Awareness/Alerters training first.

What will the course cover?

The course will give participants the knowledge and confidence to take clear and accurate minutes which are legally robust and provide a complete record of the proceedings, actions and conclusions of confidential meetings. The workshop concentrates on the skills required when taking minutes at this formal type of meeting.

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

- Take clear and accurate minutes which are legally robust.

Safeguarding Adults – The Legal Context	
Date	02 December 2010.
Duration	1 day
Time	09.30 – 16.30
Venue	City Edge, 125-127 Mare Street
Tutor	Michael Mandelstam Ltd
Places	16
Cost	Free

Who is the course for?

This workshop is for staff and managers in Health and Social Care, Community Mental Health Teams and managers and deputies from provider agencies in the voluntary and independent sector who could be contributing to or understanding an adult protection investigation or co-ordinating an adult protection enquiry. New staff to this area should attend the Safeguarding Adults Awareness/Alerters training first.

What will the course cover?

Participants will be encouraged to explore their own level of skill and confidence about working with the adult protection legal context. This workshop is delivered with the use of practical examples and case studies.

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

- Work within the adult protection legal framework
- Identify how the legal context facilitates adult protection and when it impedes or makes intervention more difficult or unclear
- Apply various policies and legislation that affect adult protection issues.

Safeguarding Adults: Risk Assessment and Protection Planning	
Date	13 January 2011 22 March 2011
Duration	1 day
Time	09.30 - 16.30
Venue	City Edge, 125-127 Mare Street
Tutor	Mike Smith
Places	16
Cost	Free

Who is the course for?

This course is for professionals working with adults who are at risk of significant harm through abuse, exploitation or neglect. This one-day event will enable participants to develop their understanding of what risk is, and how to bring risk assessment and protection planning frameworks to your work with adults when adult protection concerns are present. New staff to this area should attend the Safeguarding Adults Awareness/Alerters training first.

What will the course cover?

- What do we mean by 'risk', 'risk assessment' and 'risk management'?
- Clinical and actuarial methods of assessing risk
- A decision-making process for assessments
- Resilience and protective factor: getting the balance right in assessments
- How to reach a judgement about the level of risk and how best to promote a user's safety and well being
- Critique of risk assessment.

Safeguarding Vulnerable Adults from Financial and Material Abuse	
Date	24 November 2010 26 January 2011
Duration	1 day
Time	09.30 – 16.30
Venue	City Edge, 125-127 Mare Street
Tutor	Steven Davies
Places	16
Cost	Free

Who is the course for?

This course is aimed at statutory service managers, care managers, community practice nurses, senior practitioners and team managers, managers from Provided Services and partners from PCT and ELFT who require a greater understanding of dealing with concerns relating to financial and material abuse will also benefit from this training.

What will the course cover?

The purpose of this course is to equip professionals with the skills necessary to investigate the financial abuse of vulnerable adults in line with Hackney's Safeguarding Adults Policy and Procedure. It covers the prevalence of financial abuse and powers and duties of statutory bodies but focuses mainly on how to structure an investigation and the legal remedies available to protect and safeguard the assets of vulnerable adults.

Achieving Best Evidence in Criminal Proceedings	
Date	18 March 2011
Duration	1 day
Time	09.30 – 16:30
Venue	City Edge, 125-127 Mare Street
Tutor	Syed & Quinn Ltd.
Places	16
Cost	Free

Who is the course for?

The course is for staff members from statutory services who may be responsible for investigating safeguarding adults concerns. It is also suitable for the managers of these services and the managers of services that provide care, community activities, support, advisory and advocacy services to vulnerable adults.

What will the course cover?

This course looks at the relevance of the Achieving Best Evidence in Criminal Proceedings guidance in safeguarding adults investigations and interviews. It will include discussion of the importance of preserving evidence and application of the special measures. The course will also explore the guidance in preparing a vulnerable victim or witness for a court process and how this is applicable in participants' current practice.

Safeguarding Adults Awareness E-Learning

Who is the course for?

This course is aimed at all staff and partners who have contact with the public but have limited contact with vulnerable adults.

Participants can learn at their own pace and at a time and place of their choice and convenience.

What will the course cover?

This interactive e-learning course aims to support participants in understanding what abuse is, how to recognise it, and what to do if you suspect that abuse is occurring.

How to access the course

For further information and guidance on how to access the e-learning course (including the self-login procedure) contact Elizabeth Uwadiae on 020 8356 3753 or Elizabeth.uwadiae@hackney.gov.uk

Safeguarding Children Multi-Agency Training Programme

Who is the programme for?

With partnership working increasing, it is important that all staff who work with vulnerable adults are aware of policy and practices for safeguarding children. For professionals who wish to improve their understanding of child safeguarding this programme will provide an essential bridge.

How to access the programme

For further information on the Safeguarding Children Multi-Agency Training programme and to obtain an application form, click on the link below:
<http://www.chscb.org.uk>

Domestic Violence Awareness Training

Who is the course for?

Domestic violence is a serious social and criminal problem that accounts for almost a quarter of all violent crime and has a significant impact on the lives of victims, children and families from all social, religious and cultural groups as well as communities and society as a whole.

Hackney Council and its partners are committed to ensuring the effectiveness of domestic violence responses and intervention. We recognise that in order to achieve this, the development and delivery of training to raise awareness and equip workers with the necessary skills is essential.

Domestic violence training plays a vital role in increasing understanding of the impact of domestic violence on adult victims and children, how best to respond and offer protection and support as well as encouraging earlier identification. The Hackney Domestic Violence Team can provide tailored training to meet specific agency requirements.

How to access the course

For further information on Domestic Violence Awareness Training, contact the Hackney Domestic Violence and Hate Crime Team on 020 8356 4459.