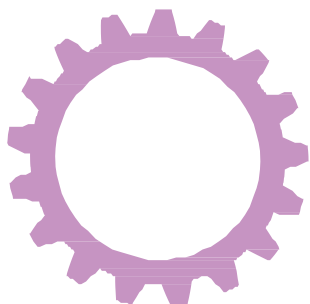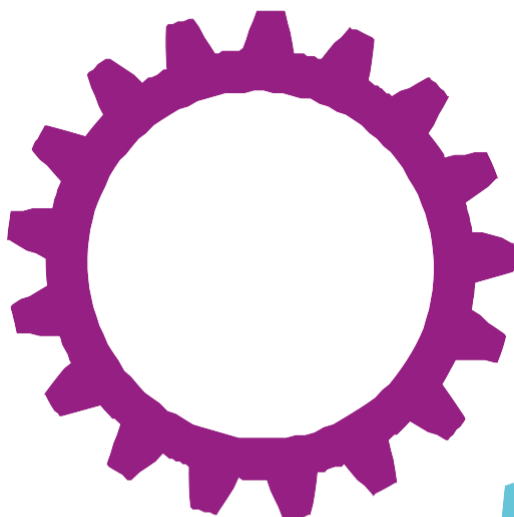# Coventry Safeguarding Adults Board
Safeguarding Training Quality Assurance Scheme

Contents

Purpose of the scheme

The Coventry Safeguarding Adults Board (CSAB) is a formal body made up of statutory and voluntary members, which oversees how adults are safeguarded across the city. The Care Act 2014 named statutory partners on the Board as the Local Authority, Police and Clinical Commissioning Groups. The Safeguarding Adults Boards have a responsibility to ensure that people working with adults at risk in the City have access to safeguarding training that meets appropriate quality standards.

The Care Act 2014 states that:

'In order to respond appropriately where abuse or neglect may be taking place, anyone in contact with the adult, whether in a volunteer or paid role, must understand their own role and responsibility and have access to practical and legal guidance, advice and support. This will include understanding local inter-agency policies and procedures'
(14.51 Care Act 2014).

The CSAB Multi-Agency Workforce Development Strategy 2017-19 recognises the importance of the quality of safeguarding training. This scheme aims to review adult safeguarding training in order to assure the Board that all staff from partner agencies are receiving relevant safeguarding awareness training that includes the appropriate content.

This Quality Assurance Scheme has therefore been established in order to provide training standards and a process for the Board to fulfil these responsibilities for safeguarding adults at risk training.

Objectives of the scheme

The scheme has three main objectives:

· To ensure that course content meets appropriate standards.
· To ensure that course content is updated regularly in line with new relevant national/ local legislation or practice guidance.
· To ensure that the effectiveness of training is monitored and evaluated and informs future practice.

The scheme does not assess quality of training delivery as this is deemed the responsibly of relevant leads within each partner agency.

The training standards outlined in this document have been informed by consultation with key partners and by national legislation, guidance and competencies relating to adult safeguarding including:

· Care Act 2014
· ADASS Guidance on Safeguarding Adults (2013)
· Statement of Government Policy on Safeguarding Adults (2013)
· Safeguarding Adults: A National Framework of Standards (ADSS 2005), especially Standard 5.
· National Competency Framework for Safeguarding Adults (2010)
· Adult Social Care Common Induction Standards (Care Certificate from April 2015)

Implications for Partner Agencies

The National Competency Framework for Safeguarding Adults (National Competency Framework for Safeguarding Adults - Bournemouth University and Learn to Care, 2010) describes and gives examples of four categories of staff (Staff groups A, B, C and D). The scheme will be applied to training provided to staff group A and what would constitute 'awareness' or 'level one' training.

This group have a responsibility to contribute to safeguarding adults, but do not have a specific responsibility or statutory authority to intervene. They need to;

· Understand what Safeguarding is and their role in Safeguarding Adults
· Recognize an adult potentially in need of Safeguarding and take action
· Understanding the procedures for making a 'Safeguarding Alert' (now entitled 'concern' under the Care Act 2014)
· Understand dignity and respect when working with individuals
· Have knowledge of policy, procedures and legislation that supports Safeguarding Adults activity

This staff group includes but is not limited to: drivers, other transport staff, day service staff, all support staff in Health and Social Care settings, clerical and admin, domestic and ancillary, Health and Safety Officers, Elected Members, volunteers, charity trustees.

The Board will require partner agencies to engage and co-operate with the scheme. An annual validation certificate will be issued to each agency once their course has been quality assured.

If agencies fail to submit the required documentation this will result in the matter being escalated for the attention of the Board and the senior representatives from those agencies. If course content doesn't meet the required standard feedback will be given to partner agencies about additions or changes that are required, and a further submission will be needed to ensure that requirements are met.

The scheme will be an annual rolling programme, this is to ensure that content is updated regularly in line with new relevant national legislation or practice guidance. The scheme will be subject to monitoring by the Workforce Development Sub Group and reporting to the Board on the progress of the scheme and standards of training.

The Quality Assurance Process

The aim is to quality assure statutory partner agencies adults safeguarding awareness training yearly. The Training Officer/Development Officer for the Board will request Quality Assurance documentation in March with the expectation that agencies return documents within 2-3 weeks.

The Quality Assurance process is designed to be as quick and simple as possible. To ensure ongoing quality assurance, partner agencies will be required to complete an Annual Review Form (Appendix 1). This form requests information concerning;

- what courses are being provided, whether they are face to face or E learning
- the content of training
- a self-assessment against minimum content requirements
- training evaluation mechanisms and feedback
- further adult safeguarding training on offer

Some agencies may deliver a combined safeguarding awareness course which covers both safeguarding children and adults. In this case when submitted it will also be passed to Children's Learning and Development Sub Committee for review in the meeting if this has not already been completed.

Once the form has been submitted a Quality Assurance process will be undertaken. If all requirements are met there will be no further action for agencies and a validation certificate will be issued. However if the requirements are not met or any queries are raised further feedback and explanation will be requested. Once an adequate response has been received a certificate will be issued.

Quality Assurance of Non-Statutory Agencies Organisations

It is envisaged that the scheme will be expanded to non-statutory agencies to enable other organisations in Coventry city to take part in the quality assurance process. This can be used to assure organisations that their safeguarding adults training (which they deliver to their own staff or offer to organisations unable to provide their own training) is up to date and meets minimum requirements agreed by the Adults Safeguarding Board. Agencies will then be able to record; 'Our training materials include all the recommended content required by the Coventry Safeguarding Adults Board'. Quality Assurance will not be undertaken where the training is being advertised and delivered as a profit making business.

Evaluation and Review of the Scheme

The Quality Assurance scheme will be evaluated and reviewed by the Workforce Development Sub Group at the end of each financial year.

This is to ensure that it remains fit for purpose and to ensure that any changes in national or local expectations regarding course content or training standards are reflected in revised versions of the scheme.

Coventry Safeguarding Adults Board

Coventry Safeguarding Adults Board
Adult Safeguarding Training Quality Assurance Scheme

Annual Review Form

This form is to be used as a self-assessment for training content. It is updated annually to reflect any changes as a result of legislation or policy that agencies will be required to include in their content during the year.

Date review form completed	
Organisation	
Name of person completing form and job title:	
Part A - Nature of the training Please identify the following:	
Name of the course	
Method of course delivery (e.g classroom, E learning)	
Provider of the course (e.g in house, external)	
Duration of the course	
Number of places on the course	

Part B - Training content Please provide the course outline, information and materials and review your training content against the minimum content requirements below – Select Yes/No, if no provide a reason:	
Understand what Safeguarding is and their role in Safeguarding Adults • **What is safeguarding?** • **What is the participant's role in safeguarding adults, including identifying and reporting concerns regarding adult's abuse?**	☐ Yes ☐ No **If no, reason:**
Recognise an adult potentially in need of Safeguarding and take action • **Who safeguarding duties apply to as outlined in the Care Act 2014** • **What constitutes abuse, identifying different categories?** • **Signs and indicators of abuse** • **What factors can increase risk of abuse?**	☐ Yes ☐ No **If no, reason:**

Coventry Safeguarding Adults Board

Understanding the procedures for making a 'Safeguarding Alert' (now known as 'concern') • **When and what to report and who to?** • **Role of the local authority**	☐ **Yes** ☐ **No** **If no, reason:**
Understand dignity and respect when working with individuals • **Working in way that reduces the risk of abuse** • **Considering the rights of individuals, freedom of choice/to live in an abuse free environment/to have choices and preferences listened to and supported** • **Being non-judgmental and aware of own values and attitudes** • **Equality and diversity issues and role of discrimination**	☐ **Yes** ☐ **No** **If no, reason:**
Have knowledge of policy, procedures and legislation that supports Safeguarding Adults activity • **National and local policies that support safeguarding (e.g. Care Act 2014, Mental Capacity Act 2005 and Deprivation of Liberty Safeguards, Human Rights Act 1998)** • **Organizational policies and procedures, including whistleblowing policies and procedures** • **Multi-agency adult safeguarding policies and procedures**	☐ **Yes** ☐ **No** **If no, reason:**

Part C - Training evaluation

Do you evaluate your training events?	☐ **Yes** ☐ **No**
If YES, how do you evaluate the effectiveness of whatever method of training you use? **If no, why not? How do you ensure your training is effective?**	
Please can you summarise the feedback you have received regarding your courses	
How has this informed future training events?	

Part D - On-going safeguarding training

Following on from these initial training opportunities do you provide further Safeguarding learning and development opportunities for staff and if so what does this include?	
Any further comments you would like to share regarding your Safeguarding training?	