

Adult Safeguarding – Raise a Concern and Referrer - Training Content

Training Content Checklist for non partner agencies

Nottingham City Safeguarding Adults Board (NCSAB) and Nottinghamshire Safeguarding Adults Board (NSAB) are providing this training content checklist, to be used by non-partner agencies of the Board to ensure that raise a concern and referrer training being provided by them meets appropriate agreed minimum standards.

Its purpose is to support the ongoing quality assuring of Raising a Concern and Referrer Adult Safeguarding training, and covers the competences for the appropriate staff groups identified in the National Capability Framework for Safeguarding Adults.

The two part checklist has been constructed to outline the content that the Nottingham City Safeguarding Adults Board and Nottinghamshire Safeguarding Adults Board (based on the above capabilities) expect to be covered in Raise a Concern courses (Part 1) and Referrer courses (Part 2).

So, if you are delivering a Raise a Concern course, you need to complete Part 1 only. If you are delivering Referrer training, you need to complete Part 2 as well.

Completing the checklist

Place a tick in either the yes or the no column to indicate whether the subject matter is included (*via power point slides, through exercises, examples or case study work etc*) and updated where required, in your training.

If you do tick NO for any sections, we advise you to consider why you feel that you don't need to include it or update your content as appropriate.

Content that should have been updated (*since last year*) or needs considering in the future:

Updated content	Not applicable as no updates since last year
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Part 1 – this is the minimum content (in no particular order) that any Raise a Concern training should include, and is suitable for Staff group A.

Content	Yes	No
1. What is safeguarding		
2. What is the participant's role in safeguarding adults, including identifying and reporting concerns regarding adult abuse?		
3. National and local policies and legislation that support safeguarding (eg The Care Act 2014, Mental Capacity Act, Deprivation of Liberty Safeguards, Human Rights Act, Making Safeguarding Personal) Promotes person-centred values, including individuality, independence, privacy, partnership, choice, dignity, respect and rights		
4. Organisational policies and procedures, including what's expected of employee / volunteer, and awareness of Board multi-agency procedures		
5. Role of the Local Authority		
6. Who safeguarding duties apply to, as outlined in Care Act 2014 Guidance		
7. When and what to report and who to?		
8. Issues of confidentiality		
9. What constitutes abuse – identifying different categories		
10. Signs and indicators of abuse		

11. What factors can increase the risk of abuse		
12. Working in a way that reduces the risk of abuse		
13. Considering the rights of individuals – freedom of choice / to live in an abuse free environment / to have choices and preferences listened to. Promotes style of working that supports individuals to exercise choices and rights, recognising the balance between managing risk and enabling independence, choice and control		
14. Importance of being non-judgemental and aware of own values and attitudes		
15. Equality and diversity issues and the role of discrimination in supporting abuse.		
16. Whistle-blowing policy and procedure		

Part 2 – in addition to part 1 above, if training is delivered to Staff Group B, they need to cover the following content in the form of **Referrer** training:

Content identified above plus:	Yes	No	If no, please provide an explanation
1. What is the role of the Referrer?			
2. How to use emergency services where necessary.			
3. What initial enquiries should the Referrer make in order to inform their decision to refer or not to refer to Adult Social Care, Health and Public Protection (County) and Health and Care Point (City)/ This must include the wishes and views of the adult concerned			
4. Recognising when to refer, and how to make a referral			
5. Preserving forensic evidence			
6. Actively supporting a multi agency approach to safeguarding adults. The value and importance of			

collaborative working with others			
7. Identify support needs for the adult concerned, the person who raised a concern and other staff			
8. Consider what information is given to others in line with the safeguarding adult's information sharing protocol			
9. Referrals to the Disclosure & Barring Service (DBS)			
10. Maintain accurate, complete and up to date records			
11. What is the Referrers role in collating and monitoring concerns within their organisation?			
12. What are the Referrers responsibilities as far as their own internal procedures are concerned?			
13. Consideration of any other actions to safeguard others who may be vulnerable.			

14. Consideration of whether the person alleged to be responsible for the abuse is an adult who needs care and support themselves			
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Name of Agency / Organisation

Name of course

Checklist completed by **Date**.....

Role in organisation.....