

Safeguarding Training Directory



Safeguarding Children – agreed Levels of Competency

SURGERY

Level 3 for all Consultant Surgeons; Level 3 for all Matrons/ B7 Registered Nurses on the Hospital on-call rota. All other registered clinical staff are Level 2.

Signatures

Divisional Medical Director:

Divisional Director of Nursing:

Divisional Director of Operations:

SCSD

Minimum Level 2 for all Consultants and registered clinical staff, including Pathology
Radiology – Level 2, but for those that deal with children: Level 3. Clinical Director to be Level 3
Anaesthetics & ITU – minimum of Level 2; Level 3 where deal with children
Clinical Directors for Anaesthesia, ICU & Divisional Medical Director Level 3
AHP's - Physios, OT and Pharmacists who work with children Level 3; remainder Level 2
Level 3 for all Matrons/ B7 Registered Nurses on the Hospital on-call rota.

Signatures

Divisional Medical Director:

Divisional Director of Nursing:

Divisional Director of Operations:

WOMEN & CHILDREN

Level 3 for all registered clinical staff in Paediatrics, Obstetrics and Gynaecology

Signatures

Divisional Medical Director:

Divisional Director of Nursing:

Divisional Director of Operations:

SPECIALIST MEDICINE

Level 3 for Matrons/B7 Registered Nurses who are on the Hospital on-call rota;
Level 2 for all Consultants and all Registered Nurses

Signatures

Divisional Medical Director:

Divisional Director of Nursing:

Divisional Director of Operations:

URGENT CARE

Level 3 for Consultants and all Registered Nurses B5 and above in ED/MAU

Signatures

Divisional Medical Director:

Divisional Director of Nursing:

Divisional Director of Operations:

Signatures

Chief Medical Officer:

Chief Nursing Officer:

Date:.....

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Introduction

Safeguarding training (including PREVENT) is a **mandatory requirement** for all staff working within a healthcare setting. It is essential that all staff undertake the required level of training for their job role in order to fully comply with the requirements, in order to maintain the safety of children and adults at risk of/experiencing abuse or neglect. Non-compliance with mandatory safeguarding training requirements could result in disciplinary action.

Safeguarding Children:

The UN Convention on the Rights of the Child includes the requirement that children live in a safe environment and be protected from harm. Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004 was published in August 2005, with health organisations having a duty to cooperate with social services under section 27 of the Children Act 1989. These duties are an explicit part of NHS employment contracts, with Chief Executives having responsibility to have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children within organisations.

To protect children and young people from harm, all healthcare staff must have the competences to recognise child maltreatment and to take effective action as appropriate to their role. It is the duty of employers to ensure that those working for them clearly understand their contractual obligations within the employing organisation, and it is the responsibility of employers to facilitate access to training and education which enable the organisation to fulfil its aims, objectives and statutory duties effectively and safely.

Safeguarding Adults:

To ensure adults receive proactive and high quality safeguarding it is important that the workforce are also familiar with the relevant associated legislation and guidance that supports adults to make decisions e.g. Care Act 2014, Mental Capacity Act 2005, Deprivation of Liberty Safeguards (DoLS) 2009.

In addition to safeguarding training it is also essential that staff have training on both confidentiality and mental capacity guidance (appropriate to their job role) in order to effectively respond to the safeguarding needs of adults.

**How do you know
what level of training
you require?**

LOGIC DOCUMENT FOR MANDATORY TRAINING LEVELS UPLOADED INTO COMPETENCY MATRIX - AS AT AUGUST 2018

Understanding your Training Compliance Matrix on ESR

Do you have a query regarding the rationale for the level of training that you have been assigned on your compliance matrix?

*This **Logic Document** includes the relevant national criteria for each level of training and how the Topic Lead and HR/L&D teams have interpreted this for upload to your matrix.*

The levels were assigned in consultation with the relevant Topic Leads as part of the project launch against all 6000+ posts based on job titles/role. In some instances the project team were unable to determine which posts have patient contact from the job title, and have therefore applied to all clinical roles which means that for some topics you may feel that you have a higher level on your matrix that your role requires. This particularly applies to Pharmacy and Microbiology/Histopathology.

Where, having checked against this document, you believe that an incorrect level has been assigned to your role, please raise with your Directorate Manager in the first instance. Where managers request changes these need to be approved by the Divisional Director before forwarding to Learning and Development (email: wah-tr.CHEC-TrainingTeam@nhs.net)

Learning and Development (L&D) will seek approval from the Topic Lead and by TLG before we can make amendments. Changes cannot be made unilaterally in HR or Learning and Development. Amendments to eligibility can take a number of weeks of dedicated time to complete as they require an IBM upload so this will not show immediately on your matrix. We are aware of an anomaly regarding doctors who do not work with children and need to be reassigned from Level 3 to Level 2 which we are currently working through.

If you believe that you have completed the appropriate level of training more than a month ago but this is not showing on your matrix please contact L&D (email: wah-tr.CHEC-TrainingTeam@nhs.net). It can take up to a month after face to face training for the training register to show on divisional reports, although they should show on ESR self-service within a week. If you completed e-learning it should appear immediately on your matrix. If not please contact L&D as they will be able to check whether you completed the whole module and exited properly. Where there is evidence that you have done so this will be credited and your matrix amended.

Topic	Competency Assigned in ESR	Extract from Intercollegiate Document or WSGB or Prevent Competency Frameworks (as appropriate)	Who needs to complete?	Courses on Course to Training List
SAFEGUARDING CHILDREN				
Safeguarding Children- Level 1	NHS CSTF Safeguarding Children - Level 1 - 3 Years	All staff working in health care settings including Board level Executives and NEDs, 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 GP's optometrists, contact lens and dispensing opticians, dentists and pharmacists, as well as volunteers across health care settings and service provision	ALL STAFF NEED TO COMPLETE - FOR UPLOAD PURPOSES WE ONLY WANT TO RECORD ALL NON CLINICAL STAFF	365 CSTF Safeguarding Children Level 1 365 Mandatory Core Skills for Non-Clinical Staff 365 Safeguarding children eLearning online module –level 1 365 Trust Induction Day 1: Clinical Staff (New Starters Only) 365 Trust Induction Day 1: Non-Clinical Staff (New Starters Only) Information Leaflet payslip attachment July 2017
Safeguarding Children- Level 2	NHS CSTF Safeguarding Children - Level 2 - 3 Years	All non-clinical and clinical staff who have any contact with children, young people and or parents/carers including administrators for looked after children and safeguarding teams, health care students, clinical laboratory staff, phlebotomists, pharmacists, ambulance staff, orthodontists, dentists, dental care professionals, audiologists, optometrists, contact lens and dispensing opticians, adult physicians, surgeons, anaesthetists, radiologist, nurses working in adult acute community services (including practice nurses) allied health care practitioners and all other adult orientated secondary care health care professionals including technicians.	ALL STAFF WHO HAVE CONTACT WITH CHILDREN	365 CSTF Safeguarding Children Level 2 365 Safeguarding children level 2 eLearning module
Safeguarding Children- Level 3	NHS CSTF Safeguarding Children - Level 3 - 3 Years	All clinical staff working with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parenting capacity where there are safeguarding/child protection concerns including forensic physicians, forensic nurses, paramedics, urgent and unscheduled care staff, all mental health staff, child psychologists, child psychotherapists, adult learning disability staff, learning disability nurses, specialist nurses for safeguarding, looked after children's nurses, health professionals working in substance misuse services, youth offending team staff, paediatric allied health professionals, sexual health staff, school nurses health visitors all children's nurses, midwives, obstetricians, all paediatricians, paediatric radiologists, paediatric surgeons, lead anaesthetists for safeguarding and child protection paediatric intensivists, paediatric orthodontists and dentists with a lead role in child protection.	REVISED NOVEMBER 2018: CLINICAL STAFF WHO ASSESS, PLAN, INTERVENE AND EVALUATE CHILDREN (All Consultants in ED and AMU/MAU, Consultant Paediatricians, and Consultant Surgeons; All Registered Nurses B5 and above in Paediatrics and Urgent Care Division; All Midwives; All B6 and B7 registered nurses in Outpatients; All Matrons; All B7 registered nurses on the Hospital on-call bleep roster (Clinical Site Team and Night Practitioners) 27.02.2019 – Nursery Nurses competency amended to L3 at request of Head of Children & Young Peoples Nursing	365 CSTF Safeguarding Children Level 3

Safeguarding Children- Level 4	NHS MAND Safeguarding Children Level 4 - 3 Years	Specialist roles - named professionals including named doctors, named nurses, named health visitors, named midwives, named health professionals in ambulance organisations and named GPs	SPECIALIST ROLES - NAMED PROFESSIONALS	365 WSCB Safeguarding Children Level 4
Safeguarding Children – Level 5	365 LOCAL Safeguarding Children - Level 5 - 3 Years	Specialists roles - designated professionals including designated doctors and nurses, lead paediatricians, consultant/lead nurses, child protection nurse advisers.	SPECIALIST ROLES - DESIGNATED PROFESSIONALS	Peer Review by Safeguarding Lead
SAFEGUARDING ADULTS				
Safeguarding Adults – Level 1	NHS CSTF Safeguarding Adults - Level 1 - 3 Years	Awareness for those front line staff who have face to face contact with service users/patients/carers/representatives and are likely to observe behaviours that may indicate abuse or received disclosures from service users or patients including volunteers, health care staff with direct or indirect patient contact, day services staff, support workers, outreach workers, speech therapists, chiropodists, personal assistants, housing officers, leisure and recreation centre staff, drivers and transport staff, church/fair workers. Checked with Lead (CR 21/9/2017) and agreed that all staff should have awareness (L1).	ALL STAFF - for upload purposes staff who are not eligible at higher levels	365 CSTF Safeguarding Adults Level 1 365 Mandatory Core Skills for Non-Clinical Staff 365 Trust Induction Day 1: Clinical Staff (New Starters Only) 365 Trust Induction Day 1: Non-Clinical Staff (New Starters Only)
Safeguarding Adults – Level 2	NHS CSTF Safeguarding Adults - Level 2 - 3 Years	Staff who report safeguarding concerns and who provide support to adults with care and support needs including qualified social work staff not undertaking a specialist role under the safeguarding procedures, managers and senior staff of residential homes, nursing homes, domiciliary care agencies, supporting living services, brokerage, hospital wards, health staff, practice managers	ALL CLINICAL PATIENT FACING STAFF	365 CSTF Safeguarding Adults Level 2 365 Safeguarding adults – e learning online module 365 Mandatory Core Skills 2 for Clinical Staff (pm) up to January 2017 only
Safeguarding Adults – Level 3	NHS MAND Safeguarding Adults Level 3 - 3 Years	Those who have particular specialist adult safeguarding responsibilities including qualified professionals in health and social care and service providers who would be expected to have a role in safeguarding adults enquiries Checked with Lead (CR 21/9/2017) and agreed that this L3 is just Matrons and Ward Managers	ALL FRONTLINE (CLINICAL MANAGERS) WHO ARE RESPONSIBLE FOR THE WHOLE PROCESS OR MANAGE OR SUPERVISE (BAND 7 AND ABOVE)	Root Cause Analysis/Investigation training for Managers supplemented by information from Safeguarding Lead.

		PREVENT /WRAP		
BASIC PREVENT AWARENESS (BPA) LEVEL 1	NHS CSTF Preventing Radicalisation - Levels 1 & 2 (Basic Prevent Awareness) - 3 Years	All staff working in the health care sector (for uploading purposes this will be those staff not covered by other levels) <i>[source: UK Core Skills Training Framework Statutory/Mandatory Training Guide]</i>	ALL STAFF (FOR UPLOAD PURPOSES THIS IS ALL STAFF NOT INCLUDED IN ANY OTHER LEVEL i.e. ESTATES AND ADMIN	Training covers Level 1 and Level 2 365 Mandatory Core Skills for Non-Clinical Staff 365 CSTF Prevent (Level 1) 365 Trust Induction Day 1: Non-Clinical Staff (New Starters Only) 365 Trust Induction Day 1: Clinical Staff (New Starters Only) Competency at levels 1 and 2 can also be achieved by completing the 2015 Health Education England, Safeguarding e-learning package, or other suitable package developed by the organisation that clearly demonstrates meeting the needs of staff at level 1 and 2. 365 CSTF WRAP L3,4,5) Payslip attachment March 2018 covers L1 and L2 - confirmed by DN and JC
BASIC PREVENT AWARENESS (BPA) LEVEL 2	NHS CSTF Preventing Radicalisation - Levels 1 & 2 (Basic Prevent Awareness) - 3 Years	All non-clinical and clinical staff who have any contact with children, young people and or parents/carers(including administrators for looked after children and safeguarding teams, health care students, clinical laboratory staff, phlebotomists, pharmacists) <i>[source: UK Core Skills Training Framework Statutory/Mandatory Training Guide]</i>	ALL PATIENT FACING STAFF 01.03.2019 – Level reassigned to WRAP for all clinical/patient facing staff further to review of TNA by NHSE /CCG.	Training covers Level 1 and Level 2 365 Mandatory Core Skills for Non-Clinical Staff 365 CSTF Prevent (Level 1) 365 Trust Induction Day 1: Non-Clinical Staff (New Starters Only) 365 Trust Induction Day 1: Clinical Staff (New Starters Only) Competency at levels 1 and 2 can also be achieved by completing the 2015 Health Education England, Safeguarding e-learning package, or other suitable package developed by the organisation that clearly demonstrates meeting the needs of staff at level 1 and 2 eLfH Prevent Awareness online 365 CSTF WRAP L3,4,5) Payslip attachment March 2018 covers L1 and L2

WRAP	Preventing Radicalisation - Levels 3, 4 & 5 (Prevent Awareness) - 3 Years]	Level 3 - as described in the Intercollegiate document for Children is for all staff who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child where there are safeguarding concerns. This group will include for example; GPs, mental health practitioners, front line ambulance staff and chaplaincy staff. Similarly, those contributing to assessing, planning, intervening and evaluating the needs of adults should be considered to require level 3 training. <i>[source: UK Core Skills Training Framework Statutory/Mandatory Training Guide]</i>	ALL QUALIFIED CLINICAL STAFF WHO ASSESS, PLAN, INTERVENE AND EVALUATE CHILDREN (as per SGC L3) Plus Chaplains plus Matrons and Ward Managers in Adult Wards (as per SGA L3) 01.03.2019 All staff previously assigned L2 PREVENT who are clinical /patient facing	365 Mandatory Core Skills 2 for Clinical Staff (pm) 365 CSTF WRAP (Level 3,4 & 5)
MCA/DOLS Level 1	365 LOCAL Mental Capacity Act & Deprivation of Liberty Level 1 - 3 Years]	Front line staff who have face to face contact with individuals/patients/careers/representatives and are likely to interact with clients who lack the mental capacity to make some decisions for themselves including staff, volunteers or informal carers involved in making day to day decisions about care or treatment for people who may lack mental capacity, such as choice of clothing, food and carrying out activities noted on the care plan: <i>[source: WSAB Multi-Agency Mental Capacity Act and Deprivation of Liberty Safeguards Competency Framework]</i>	FRONT LINE CLINICAL STAFF WHO DEAL WITH PATIENTS INCLUDING HCA'S HELPERS/AIDES AND VOLUNTEERS	365 Mandatory Core Skills 2 for Clinical Staff (pm) 365 Mandatory Core Skills for Non-Clinical staff 365 CSTF Safeguarding Adults L1-L5 will count as MCA and DoLs L1 365 Trust Induction Day 2: Clinical Staff (New Starters Only)
MCA/DOLS Higher level (combining level 2 & 3)	365 LOCAL Mental Capacity Act & Deprivation of Liberty Level 2 - 3 Years]	Practitioners who assess and plan care/interventions with individuals who lack the mental capacity to make some decisions for themselves including Care Home Managers, Senior Care Staff, Social Workers, Nurses, GP's Physiotherapists, OT's, Other therapists <i>[source: WSAB Multi-Agency Mental Capacity Act and Deprivation of Liberty Safeguards Competency Framework]</i>	QUALIFIED PRACTITIONERS WHO ASSESS AND TREAT PATIENTS, QUALIFIED NURSES, THERAPISTS, MIDDLE/CAREER GRADE AND JUNIOR DOCTORS	365 Mandatory Core Skills 2 for Clinical Staff (pm) 365 Mand MCA and Dols provided by the Trust is all at Level 3 - confirmed by DN 29/5/2018
MCA/DOLS Higher level (combining level 2 & 3)	365 LOCAL Mental Capacity Act & Deprivation of Liberty Level 3 - 3 Years]	Those who have responsibilities for making significant and complex decisions with clients who lack the mental capacity to make these decisions for themselves including qualified professionals in health and social care who would be expected to have a role in decisions related to serious medical interventions, changes in accommodation, finances and applications for DOLS safeguards. <i>[source: WSAB Multi-Agency Mental Capacity Act and Deprivation of Liberty Safeguards Competency Framework]</i>	CONSULTANTS, MATRONS, WARD MANAGERS/SISTERS (BAND 7 AND ABOVE), HEAD PHYSIO AND HEAD OT	365 Mand MCA and Dols training provided by the Trust is all at Level 3 - confirmed by DN 29/5/2018

Physician requirements:

Locum Medical staff:

Safeguarding Adults and Children training is managed via the HTE framework agreement. Section 7 advises that safeguarding of Adults and Child protection is listed as part of the mandatory training; this is the responsibility of the locum agency to ensure that the agency locums are undertaking their training.

As a Consultant, if you were booking an agency locum, you would take assurances from the fact that you physically would not be able to book the doctor through the system, without the mandatory training having been completed when on boarded onto the system. As the agencies are on the HTE framework, it is the role of the framework to undertake annual audits of the agencies to ensure that their compliance to these regulations is up to date; should the agency not be up to the standards expected, they are taken off of the framework.

If booking a Bank doctor, the information is in ESR that identifies the position of the doctor's mandatory training.

Undergraduate Students:

Safeguarding Adults and Children training is undertaken via the University Framework Agreement. Paediatric students will receive academic in days in addition to this.

FY1 and FY2 Doctors:

All FY1/2 doctors will be required to be trained to a minimum of Level 2 for both Safeguarding Adults and Children and attended the Workshop to Raise Awareness of PREVENT (WRAP). MCA & DoLS is available as an e learning package via E Learning for Health (ELfH).

Safeguarding Adults

**Level of
compliance
required:
90%**

Title of the Course:

Safeguarding Adults Level 1

Proposed Audience:

All staff

Purpose:

Awareness for those front line staff who have face to face contact with service users /patients /carers /representatives and are likely to observe behaviours that may indicate abuse or receive disclosures of abuse from service users or patients

Course information:

**NHS|CSTF| Safeguarding Adults - Level 1- online
365 Mandatory Core Skills for Non-Clinical Staff 2019
365 Trust Induction 2019 ~ Day 1 for Clinical Staff
365 Trust Induction 2019 ~ Day 1 for Non-Clinical Staff**

Topics Covered:

- **Understand what safeguarding is and your role in adult safeguarding work**
- **Recognition of an adult potentially in need of safeguarding and how to take action**
- **Understanding the procedures for reporting a safeguarding concern**
- **Understand dignity & respect when working with individuals**
- **Knowledge of policy, procedures and legislation that support adult safeguarding activity**

Refresher training:

Over a 3 year period staff at level 1 should receive refresher training equivalent to a **minimum of 2 hours**. This should provide key adult safeguarding guidance

Title of the Course:

Safeguarding Adults Level 2

Proposed Audience:

All clinical 'patient facing' staff

Purpose:

Safeguarding for staff who report safeguarding concerns and who provide support to adults with care & support needs

Course information:

**NHS|CSTF| Safeguarding Adults - Level 2 – online
365 Mandatory Core Skills 1 for Clinical Staff 2019**

Topics Covered:

- **Knowledge of policy, procedures, and legislation that supports Adult Safeguarding activity**
- **Show an understanding of how to support staff to fully understand and implement their role in adult safeguarding**
- **Show an understanding of the role of supporting staff /a team during enquiry**
- **Demonstrate an understanding of their specific professional role in ensuring the prevention of abuse**
- **Demonstrate skills and knowledge to contribute effectively to the safeguarding process**

Pre-Requisites:

Level 1 competency

Refresher training:

Over a three year period, professionals at level 2 should receive refresher training equivalent to a ***minimum of 4hours.***

Training at level 2 will include the training required at level 1 and will negate the need to undertake refresher training at level 1 in addition to level 2

Training, education and learning opportunities should include multi-disciplinary/multiagency 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, encompassing for example, the importance of early help, domestic abuse, adults with cognitive impairment and individuals requiring support with communication.

Organisations should consider encompassing safeguarding learning within regular, multiagency or family meetings, clinical updating, sharing good practice and 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 participant.

Title of the Course:

Safeguarding Adults Level 3

Proposed Audience:

Those who have particular specialist adult safeguarding responsibilities including qualified professionals in health and social care and service providers who would be expected to have a role in safeguarding adults enquiries - All frontline clinical managers who are responsible for the whole process or manage or supervise staff (Band 7 and above)

Course information:

Root Cause Analysis/Investigation training for Managers

***If previous RCA /investigation training has been undertaken then evidence should be provided to the Head of Safeguarding who will provide a Section 42 briefing paper to update competency ***

Topics Covered:

- **Awareness of local and national policy and procedural framework when undertaking adult safeguarding activity**
- **Understand how best evidence is achieved**
- **Ensure service users /carers are supported appropriately to understand Safeguarding issues to maximize their decision making**
- **Understand when to use emergency systems to protect adults with care and support needs**
- **Maintain accurate, complete & up-to-date records**
- **Demonstrate required level of skills and knowledge to undertake an adult safeguarding enquiry**

Pre-Requisites:

Level 1 & 2 competency

Refresher training:

For those individuals moving into Level 3 adult safeguarding posts who have as yet not attained the relevant knowledge, skills and competence required at level 3 it is expected that within twelve months of appointment additional tailored education will be completed

equivalent to a **minimum of 8 hours** of education and learning related to adult safeguarding and have an appropriate supervision in place.

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

Training, education and learning opportunities should be multi-disciplinary and inter-agency. It should be delivered in manner which encourages personal reflection and may include scenario-based discussion, drawing on case studies, serious case reviews, lessons from research and audit. This should be appropriate to the speciality and roles of the participants

Organisations should consider encompassing adult safeguarding learning within regular multi-professional 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 participant.

PREVENT & WRAP

**Level of
compliance
required:**

85%

Title of the Course:

PREVENT – basic awareness

Proposed Audience:

All staff

Purpose:

The Prevent Duty

Prevent is part of the Government counter-terrorism strategy CONTEST2 and aims to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

Prevent focuses on all forms of terrorism and operates in a ‘pre-criminal’ space’. The Prevent strategy is focused on providing support and re-direction to individuals at risk of, or in the process of being groomed /radicalised into terrorist activity before any crime is committed. Radicalisation is comparable to other forms of exploitation; it is a safeguarding issue that staff working in the health sector must be aware of.

Course information:

NHS|CSTF| Preventing Radicalisation - Levels 1 & 2 – online

365 Mandatory Core Skills for Non-Clinical Staff 2019

365 Trust Induction 2019 ~ Day 1 for Clinical Staff

365 Trust Induction 2019 ~ Day 1 for Non-Clinical Staff

Refresher:

Annual briefing / update as of March 2018

Every 3 years in accordance with mandatory training requirement for non-clinical staff

Title of the Course:

Workshop to raise Awareness of PREVENT (WRAP)

Proposed Audience:

All qualified staff who assess, plan, intervene and evaluate children (as per SGC L3), including chaplains, Matrons, Ward Managers in adult wards (as per SGA L3)

***Workshops to Raise Awareness of Prevent (WRAP) should be completed within 12 months of starting in a role requiring this level of training.**

01.03.2019 – All clinical staff /patient facing staff previously assigned L2 PREVENT.

Purpose:

The Prevent Duty

Prevent is part of the Government counter-terrorism strategy CONTEST2 and aims to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

Prevent focuses on all forms of terrorism and operates in a 'pre-criminal' space'. The Prevent strategy is focused on providing support and re-direction to individuals at risk of, or in the process of being groomed /radicalised into terrorist activity before any crime is committed. Radicalisation is comparable to other forms of exploitation; it is a safeguarding issue that staff working in the health sector must be aware of.

Course information:

365 Mandatory Core Skills 2 for Clinical Staff 2019

WAHT WRAP Home Office accredited trainer

ESR Preventing Radicalisation – awareness of PREVENT L3

Pre-Requisites:

Basic PREVENT awareness to have been completed as a *once only*

Knowledge and skills should be reviewed annually as part of an individual's appraisal to ensure individuals are up to date with current policy and practice.

Refresher:

Annual briefing / update as of March 2018

Every 3 years in accordance with mandatory training requirement

Safeguarding Children

**Level of
compliance
required:**

90%

Title of the Course:

Safeguarding Children Level 1

Proposed Audience:

All staff

Purpose:

Competence at this level is about individuals knowing what to look for which may indicate possible harm and knowing who to contact and seek advice from if they have concerns

Course information:

**NHS|CSTF| Safeguarding Children - Level 1 – online
365 Mandatory Core Skills for Non-Clinical Staff 2019
365 Trust Induction 2019 ~ Day 1 for Clinical Staff
365 Trust Induction 2019 ~ Day 1 for Non-Clinical Staff**

Topics Covered:

- **Recognising potential indicators of child maltreatment – physical abuse including fabricated and induced illness, emotional abuse, sexual abuse, and neglect including child trafficking and Female Genital Mutilation (FGM)**
- **Understanding the potential impact of a parent/carers physical and mental health on the wellbeing and development of a child or young person, including the impact of domestic violence the risks associated with the internet and online social networking, an understanding of the importance of children’s rights in the safeguarding/child protection context , and the basic knowledge of relevant legislation (Children Acts 1989, 2004 and of Sexual Offences Act 2003)**
- **Taking appropriate action if they have concerns, including appropriately reporting concerns safely and seeking advice**

Refresher:

Over a three year period, staff at level 1 should receive refresher training equivalent to a minimum of **two hours**. This should provide key safeguarding/child protection information, including about vulnerable groups, the different form of child maltreatment, and appropriate action to take if there are concerns. 3 Yearly due July 2020

Title of the Course:

Safeguarding Children Level 2

Proposed Audience:

All staff who have **any** contact with children, young people and/or parents/carers

Staff groups:

This includes administrators for looked after children and safeguarding teams, health care students, clinical laboratory staff, phlebotomists, pharmacist, ambulance staff, orthodontists, dentists dental care professionals audiologists, optometrists, contact lens and dispensing opticians, adult physicians, surgeons, anaesthetists, radiologists, nurses working in adult acute/community services (including practice nurses), allied health care practitioners and all other adult orientated secondary care health care professionals, including technicians

Medical staff:

Level 2 for all clinicians including pathology (as agreed with Chief Medical Officer)

Course information:

**NHS|CSTF| Safeguarding Children - Level 2 – online
365 Mandatory Core Skills for Clinical Staff 2019**

Topics Covered:

- To be able to understand what constitutes child maltreatment and be able to identify any signs of child abuse or neglect.
- To be able to act as an effective advocate for the child or young person
- To be able to demonstrate an understanding of the potential impact of a parent's / carers physical and mental health on the wellbeing of a child or young person in order to be able to identify a child or young person at risk.
- To be able to identify your professional role, responsibilities, and professional boundaries and those of your colleagues in a multidisciplinary team and in multi-agency setting.
- To know how and when to refer to social care if you have identified a safeguarding/child protection concern.
- To be able to document safeguarding/child protection concerns in a format that informs the relevant staff and agencies appropriately.
- To know how to maintain appropriate records including being able to differentiate between fact and opinion.

- To be able to identify the appropriate and relevant information and how to share it with other teams.
- Practice will be informed by an understanding of key statutory and non-statutory guidance and legislation including the UN Convention on the Rights of the Child and Human Rights Act.
- To be aware of the risk of Female Genital Mutilation (FGM) in certain communities, be willing to ask about FGM in the course of taking a routine history, know who to contact if a child makes a disclosure of impending or completed mutilation, be aware of the signs and symptoms and be able to refer appropriately for further care and support
- To be aware of the risk factors for radicalisation and will know who to contact regarding preventive action and supporting those vulnerable young persons who may be at risk of, or are being drawn into, terrorist related activity.
- To be able to identify and refer a child suspected of being a victim of trafficking and/or sexual exploitation

Pre-Requisites:

Completion of Level 1 Safeguarding Children

Refresher:

Over a three year period professionals at Level 2 should receive refresher training equivalent to a minimum of **three to four hours**. Training at Level 2 will include the training required at Level 1 and negate the need to undertake refresher training at Level 1 in addition to Level 2.

Training education and learning opportunities 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, encompassing for example, the importance of early help, domestic violence, vulnerable adults, learning disability, and communicating with children and young people. Organisations should consider encompassing safeguarding learning with regular, multi-agency or vulnerable family meetings, clinical updating, clinical audit, reviews of critical incidents, significant unexpected events and peer discussions.

Title of the Course:

Safeguarding Children Level 3

Proposed Audience:

All Registered clinical staff who assess, plan, intervene and evaluate children

Staff groups:

Nursing:

All Registered Nurses B5 and above in Paediatrics and Urgent Care Division; All Midwives; All B6 and B7 Registered Nurses in Outpatients; All Matrons; All B7 Registered Nurses on the Hospital on-call rota (including Clinical Site Team and Night Practitioners).

27.02.2019 - All Nursery Nurses.

Medical:

All Consultants in ED and AMU/MAU, Consultant Paediatricians, and Consultant Surgeons

Radiology /anaesthetics/ICU:

All those that deal with children

DMD who have provided information of individual staff groups requiring level 3 training are responsible for ensuring that any changes to the original lists supplied are updated and information provided to Learning and Development (Medical staff – levels agreed with Chief Medical Officer 2018)

Course information:

365 CSTF Safeguarding Children Level 3 – classroom only

Topics Covered:

- To be able to identify possible signs of sexual, physical, or emotional abuse or neglect using child and family-focused approach.
- To be able to know what constitutes child maltreatment including the effects of carer/parental behaviour on children and young people.
- To be able to demonstrate a clear understanding, as appropriate to role, of forensic procedures in child maltreatment, and knowing how to relate these to practice in order to meet clinical and legal requirements as required.
- Where undertaking forensic examinations as part of their role, to be able to demonstrate an ability to undertake forensic procedures and demonstrate how to present the findings and evidence to legal requirements
- To be able to know how to undertake, where appropriate, a risk and harm assessment.
- To be able to know how to communicate effectively with children and young people, and

to know how to ensure that they have the opportunity to participate in decisions affecting them as appropriate to their age and ability.

- To be able to know how to contribute to, and make considered judgements about how to act to safeguard/protect a child or young person.

- To be able to know how to contribute to/formulate and communicate effective management plans for children and young people who have been maltreated.

- To be able to demonstrate an understanding of the issues surrounding misdiagnosis in Safeguarding/child protection and to know how to effectively manage diagnostic uncertainty and risk.

- To be able to know how to appropriately contribute to inter-agency assessments by gathering and sharing information.

- To be able to document concerns in a manner that is appropriate for safeguarding/child protection and legal processes.

- To be able to know how to undertake documented reviews of your own (and/or team) Safeguarding/child protection practice as appropriate to role. (This can be undertaken in various ways, such as through audit, case discussion, peer review, and supervision and as a component of refresher training.)

- To be able to know how to deliver and receive supervision within effective models of supervision and /or peer review, and be able to recognise the potential personal impact of safeguarding/ child protection work on professionals.

Additional specialist learning outcomes for paediatricians, paediatric intensivists, dentists with a lead role in child protection, forensic physicians, child and adolescent psychiatrists, child psychologists, child psychotherapists, GPs, children’s nurses, forensic nurses, school nurses, child and adolescent mental health nurses, children’s learning disability nurses, specialist nurses for safeguarding and looked after children, midwives and health visitors depending on role.

- To be able to know how to work effectively on an inter-professional and interagency basis when there are safeguarding concerns about children, young people and their families.

- To be able to know how to ensure the processes and legal requirements for looked after Children, including after-care, are appropriately undertaken.

- To be able to know how to advise other agencies about the health management of individual children in child protection cases.

- To be able to know how to apply the lessons learnt from audit and serious case reviews/case management reviews/significant case reviews to improve practice.

- To be able to know how to advise others on appropriate information sharing.

- To be able to know how to appropriately contribute to serious case reviews/case management reviews/significant case reviews, and child death review processes.

- To be able to know how to work with children, young people and families where there are child protection concerns as part of the multidisciplinary team and with other disciplines, such as adult mental health, when assessing a child or young person.

- To be able to know how to obtain support and help in situations where there are problems requiring further expertise and experience.

- To be able to know how to participate in and chair multi-disciplinary meetings as required.

Pre-Requisites:

Completion of Safeguarding Children Level 2

Refresher:

Over a three year period, professionals should receive refresher training equivalent to a minimum **of six hours** and for those at Level 3 requiring specialist knowledge and skill, a minimum requirement of **12 – 16 hours**.

Training, education and learning opportunities should be multi-disciplinary and interagency and delivered internally and externally.

It should include personal reflection and scenarios based discussion, drawing on case studies, serious case reviews, lessons from research and audit, as well as communicating with children about what is happening. This should be appropriate to the specialist and roles of participant. At Level 3 this could also include attendance at a WRAP workshop where appropriate.

Organisations should consider encompassing safeguarding learning with regular, multi-agency or vulnerable family meetings, clinical updating, clinical audit, reviews of critical incidents, significant unexpected events and peer discussions.

MCA & DoLS

**Level of compliance
required:**

90%

Title of the Course:

**Mental Capacity Act (MCA) & Deprivation of Liberty Safeguards (DoLS)
Level 1**

Proposed Audience:

Front line clinical staff who deal with patients including HCA's, helpers, aides and volunteers

Purpose:

To develop Front line staff who have face to face contact with individuals/patients/carers/representatives and are likely to interact with clients who lack the mental capacity to make some decisions for themselves

Course information:

**NHS|CSTF| Safeguarding Adults – Level 2 – online
365 Trust Induction 2019 ~ Day 2 for Clinical Staff**

Topics Covered:

- **Understand what safeguarding is and your role in adult safeguarding work**
- **Recognition of an adult potentially in need of safeguarding and how to take action**
- **Understanding the procedures for reporting a safeguarding concern**
- **Understand dignity & respect when working with individuals**
- **Knowledge of policy, procedures and legislation that support adult safeguarding activity**

Refresher: 3 yearly

*A competency record should be completed within the workplace, within any staff supervision or appraisal to evidence the staff members' competency. This template can be found on the training and development page of the Trust intranet (WSAB Multi-Agency Mental Capacity Act & Deprivation of Liberty Safeguards Competency Framework)

Title of the Course:

**Mental Capacity Act (MCA) & Deprivation of Liberty Safeguards (DoLS)
Higher Level (combined Level 2 & 3)**

Proposed Audience:

Qualified practitioners who assess and treat patients - qualified nurses, therapists, middle/career grade and junior doctors, consultants, matrons, ward managers /sisters (band 7 and above), head physio and head OT

***Neonates /Paediatric / Theatre areas** - Neonates / paediatric and theatre staff are only required to complete the MCA part of this session. However, senior staff working within these departments will still need to complete the full MCA & DoLS training due to their Leadership role within the Organisation

Purpose:

Those who have responsibilities for making significant and complex decisions with clients who lack the mental capacity to make these decisions for themselves including qualified professionals in health and social care who would be expected to have a role in decisions related to serious medical interventions, changes in accommodation, finances and applications for DOLS safeguards.

Course information:

365 Mandatory Core Skills 1 for Clinical Staff 2019

Topics Covered:

- Knowledge of policy, procedures, and legislation that supports Adult Safeguarding activity
- Show an understanding of how to support staff to fully understand and implement their role in adult safeguarding
- Show an understanding of the role of supporting staff /a team during enquiry
- Demonstrate an understanding of their specific professional role in ensuring the prevention of abuse
- Demonstrate skills and knowledge to contribute effectively to the safeguarding process

Pre-Requisites:

As the competencies are cumulative, all people working with adults with care and support needs should complete Level 1 competencies in addition to those for Level 2.

A competency record should be completed within the workplace, within any staff supervision or appraisal to evidence the staff members' competency. This template can be found on the training and development page of the Trust intranet (WSAB Multi-Agency Mental Capacity Act & Deprivation of Liberty Safeguards Competency Framework)

Refresher:

Every 3 years

Additional information

Reporting:

- An ESR training non-compliance report (by person) will be provided to Divisional Leads around the 12th of the month from HR for validation /action.
- It is the responsibility of individuals to validate their individual ESR records to ensure they accurately reflect any training completed.
- ESR Manager 'self-service' training is available for Departmental Managers via the Learning & Development team in order to view staff groups for whom they have responsibility.

Bespoke training sessions:

The safeguarding team are happy to deliver bespoke training sessions to groups of staff upon request. For enquiries please contact wah-tr.SafeguardingWorcsacute@nhs.net or the Safeguarding team on exn 33735

Safeguarding Training Handbook V5

Key amendments to this Document:

Date	Amendment	By:
27.02.19	All Nursery Nurses SGC Level 3 from 01Jan 2019 as per Head of Children and Young Peoples Nursing Women's and Children's Division request	D Drew
27.02.19	WRAP via E learning – module added to handbook	D Narburgh
01.03.19	PREVENT L2 competency staff group reassigned WRAP competency (L3)	NHSE /CCG review of TNA