



“Ensuring Newcastle is an increasingly safer city for adults at risk of abuse and neglect.”

Safeguarding Adults Training Programme

INTRODUCTION

We are pleased to present you with the Newcastle Safeguarding Adults Board (NSAB) training programme for 2019-2020. In it you will find details of all the courses on offer as well as the different ways that you can access safeguarding training. The programme will be updated throughout the year as more learning events are introduced, the most up to date version of the programme can always be found on the respective board websites (see below for links).

If your primary role is to work with adults, we encourage you to view safeguarding as something which can affect people across the life course and to develop an awareness of the multi-agency frameworks in place to manage concerns of abuse and neglect.

At a time of increasing pressure and demand across all agencies, the need to implement effective safeguarding strategies is perhaps more important than ever. The focus of the learning on offer is to ensure that staff and volunteers have the skills, knowledge and confidence to deal with any concern that they may become aware of. We hope you find the programme informative and we look forward to welcoming you on one of the courses in the near future.

You can find out more about:

Safeguarding Children's training [here](#) and Safeguarding Adults training [here](#)
Safe Newcastle training [here](#)



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<p>Continuing Professional Development (CPD) Courses</p> <p style="text-align: right;">/ Thematic Workshops / Briefings</p> <p><i>These courses are for those staff who have completed their relevant core training and want to increase their knowledge in a particular subject.</i></p> <p><i>This section will be added throughout the year to reflect emerging practice and learning</i></p>	<p>..... p 22-24</p>
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Safeguarding Adults – Core training Level One

Target audience

All staff who come into contact with adults at risk of abuse or neglect.

No one will be able to access higher levels of safeguarding training until they have completed Level One.

Please see following page for alternative training options

Entry requirement

In house induction into your own agency's safeguarding policy and procedures

Aim of the session

To increase basic awareness of safeguarding adults and a basic knowledge of the policy and procedures for making an alert in Newcastle.

Learning outcomes

- Have an increased confidence in their understanding of their own values and attitudes in relation to adult abuse
- Be aware of and have an understanding of Safeguarding Adults
- Be able to identify the different categories of abuse
- Be more familiar with the signs and indications of abuse
- Be clear about the roles and responsibilities of the alerter as defined within the procedures



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)

Problems? call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
12/02/2018	Monday	Palatine Beds, Portacabin	9:15am	12:30pm
12/02/2018	Monday	Palatine Beds, Portacabin	1:15pm	4:30pm
20/02/2018	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
20/02/2018	Tuesday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
15/03/2018	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
15/03/2018	Thursday	Palatine Beds, Portacabin	1:15pm	4:30pm
27/03/2018	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
09/04/2019	Tuesday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm

Safeguarding Adults – Core training Level One

09/04/2019	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
26/04/2019	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
26/04/2019	Friday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
14/05/2019	Tuesday	Palatine Beds, Portacabin	9:15pm	12:30pm
14/05/2019	Tuesday	Palatine Beds, Portacabin	1:15am	4:30pm
04/06/2019	Tuesday	Palatine Beds, Portacabin	9:15pm	12:30pm
04/06/2019	Tuesday	Palatine Beds, Portacabin	1:15am	4:30pm
20/06/2019	Thursday	Palatine Beds, Portacabin	9:15pm	12:30pm

02/07/2019	Tuesday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
19/07/2019	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
19/07/2019	Tuesday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
06/09/2019	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
06/09/2019	Thursday	Palatine Beds, Portacabin	1:15pm	4:30pm
18/09/2018	Wednesday	Palatine Beds, Portacabin	9:15am	12:30pm
18/09/2019	Wednesday	Palatine Beds, Portacabin	1:15pm	4:30pm
11/10/2019	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
11/10/2018	Friday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
22/10/2019	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
08/11/2019	Friday	Palatine Portacabin	9:15pm	12:30pm
08/11/2019	Friday	Palatine Portacabin	1:15pm	4:30pm
26/11/2019	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
26/11/2019	Tuesday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
06/12/2019	Friday	Palatine Beds, Portacabin	9:15am	12:30pm
06/12/2019	Friday	Palatine Beds, Portacabin	1:15pm	4:30pm
14/01/2020	Tuesday	Palatine Beds, Portacabin	9:15am	12:30pm
14/01/2020	Tuesday	Palatine Beds, Portacabin	1:15pm	4:30pm
31/01/2020	Friday	Palatine Beds, Portacabin	9:15am	12:30pm
31/01/2020	Friday	Palatine Beds, Portacabin	1:15pm	4:30pm
18/02/2020	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
18/02/2020	Tuesday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm

04/03/2020	Wednesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
04/03/2020	Wednesday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
20/03/2020	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
20/03/2020	Friday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm

Safeguarding Adults – Core training Level Two

Target audience

People who have a responsibility for receiving concerns, decision-making and informing statutory agencies. This may include: Social Workers, District Nurses, Police Officers, RGN's, RMN's, Ward Sisters, Probation Officers, GP's, Home Managers, Team Leaders, CPN's.

Entry requirement

Participants will have obtained prior knowledge and understanding of safeguarding adults by completing learning equivalent to competencies (1-11) at Level One before attending Level Two training. Prior safeguarding learning will be tested at the start of the Level Two training to ensure that all participants have appropriate knowledge.

Aim of the session

Increase awareness of legislation, policies and procedures in relation to safeguarding adults. //Inform practitioners of their role in recognising and responding to adult abuse.

Learning outcomes

The course will provide staff with an understanding of:

- safeguarding adults policy and procedures in Newcastle;
- what constitutes a safe environment and preventative strategies;
- capacity, consent and confidentiality;
- laws & guidance available regarding safeguarding adults



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3) **Problems?** call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
10/01/2019	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
25/01/2019	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
01/02/2019	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
22/02/2019	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
07/03/2019	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
19/03/2019	Tuesday	Palatine Beds, Portacabin	1:15pm	4:30pm
29/03/2019	Friday	Function Room 138, Education Centre Freeman Hospital	9:15am	12:30pm

03/04/2019	Wednesday	Function Room 138, Education Centre Freeman Hospital	9:15pm	12:30pm
03/05/2019	Friday	Palatine Beds, Portacabin	1:15am	4:30pm
10/05/2019	Friday	Palatine Beds, Portacabin	9:15am	12:30pm
31/05/2019	Friday	Palatine Beds, Portacabin	1:15pm	4:30pm
06/06/2019	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
21/06/2019	Friday	Function Room 138, Education Centre Freeman Hospital	9:15am	12:30pm
20/09/2019	Friday	Shieldfield Centre, SG Training Room	1:15pm	4:30pm
08/10/2019	Tuesday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
25/10/2019	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
06/11/2019	Wednesday	Palatine Beds, Portacabin	1:15pm	4:30pm
13/11/2019	Wednesday	Function Room 138, Education Centre Freeman Hospital	9:15am	12:30pm
28/11/2019	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
10/01/2020	Friday	Palatine Beds, Portacabin	9:15am	12:30pm
24/01/2020	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
12/02/2020	Wednesday	Function Room 138, Education Centre Freeman Hospital	9:15am	12:30pm
22/02/2020	Friday	Shieldfield Centre, SG Training Room	9:15am	12:30pm
11/03/2020	Wednesday	Function Room 138, Education Centre Freeman Hospital	9:15am	12:30pm
19/03/2020	Tuesday	Palatine Beds, Portacabin	1:15pm	4:30pm
29/03/2020	Friday	Function Room 138 Education Centre Freeman Hospital	9:15am	12:30pm

Safeguarding Adults – Core training Level Three

Target audience

All staff who have a responsibility to undertake safeguarding adults enquiries. This includes managers and senior practitioners of services with a safeguarding adults responsibility. Staff will be expected to have completed Level 2 training prior to attending this course

Entry requirement

Participants will need to have completed Level Two training

Aim of the session

The course aims to equip managers of direct services to be confident in their role of preventing and responding to abuse

Learning outcomes

- Understand the role of the service manager and/or Designated Adult Safeguarding Manager (DASM)
- Demonstrate skills and knowledge to contribute effectively to a safeguarding adults enquiry
- Have an awareness, and application, of a range of local and national legal, policy and procedural frameworks when undertaking safeguarding adults activity
- Ensure adults at risk are supported appropriately to be involved and represented in a safeguarding adults enquiry
- Demonstrate the required level of skills and knowledge to undertake a safeguarding adults investigation (or assessment) as part of a safeguarding adults enquiry



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3) **Problems?** call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
19/02/2019	Tuesday	Palatine Beds, Portacabin	9:30am	4:30pm
01/03/2019	Friday	Palatine Beds, Portacabin	9:30am	4:30pm
24/05/2019	Friday	Palatine Beds, Portacabin	9:30am	4:30pm
20/09/2019	Friday	Palatine Portacabin	9:30am	4:30pm
03/12/2019	Tuesday	Palatine Beds, Portacabin	9:30am	4:30pm
14/02/2020	Friday	Palatine Beds, Portacabin	9:30am	4:30pm
18/03/2020	Wednesday	Palatine Beds, Portacabin	9:30am	4:30pm

Risk Assessment and Management Planning

Target audience

Staff who have organisational or professional responsibility to safeguard vulnerable adults, particularly in the community, and who would partake in risk assessments and protection planning. This will include: Social Workers, Community Nurses, CPN's, Support Workers, Community Mental Health Workers, Team Leaders

Entry requirement

Staff will be expected to have completed Level 2 training prior to attending course.

Aim of the session

The course aims to equip staff to effectively undertake and coordinate a safeguarding adult risk assessment and safeguarding adult protection plan.

Learning outcomes

This course will provide staff with an understanding of:

- the RAMP tool, how and when to use it;
- patterns, severity and frequency of abuse;
- risk assessment and risk management;
- vulnerability factors and likelihood and level of harm;
- working with the alleged victim and the alleged perpetrator;
- their roles and responsibilities in respect of the safeguarding adults process and procedures;
- the importance of working together and information sharing to protect vulnerable adults living at home or in institutional settings;
- the legal framework, domestic violence and the Mental Capacity Act.



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)

Problems? call administration on 0191 277 2091

Course details (1 1/2 Day Course)

Date	Day	Venue	Start	Finish
14 & 15/02/2019	Thursday and Friday	Palatine Beds, Portacabin	9:30am	Thursday 4:30pm
13 & 14/06/2019	Thursday and Friday	Palatine Beds, Portacabin	9:30am	4:30pm Friday 1:30 pm
26 & 27/09/2019	Thursday and Friday	Palatine Beds, Portacabin	9:30am	4.30pm 4:30pm Friday 1:30 pm

28 & 29/11/2019	Thursday and Friday	Palatine Beds, Portacabin	9:30am	4:30pm Friday 1:30 pm
27 & 28/02/2020	Thursday and Friday	Palatine Beds, Portacabin	9:30am	4:30pm Friday 1:30 pm

Deprivation of Liberty Safeguards – Basic Awareness

Target audience

For all staff who need a working knowledge of the Deprivation of Liberty Safeguards. This may include: care assistants, auxiliary staff, support staff, domestic staff, and administrative staff/receptionists in care homes or hospitals.

Entry requirement

DoLS – Participants should attend either the ‘Basic Awareness’ OR the ‘Managers, Supervisory Body/Managing Authority’ training. Participants are required to attend MCA awareness or assessment training prior to attending any DoLS training courses.

Aim of the session

To increase basic awareness of the Deprivation of Liberty Safeguards and to provide a basic working knowledge of the policy and procedures operational in Newcastle

Learning outcomes

This course will provide staff with an understanding of:

- The background to the legislation
- The distinction between a restriction of liberty and a deprivation of liberty
- The assessment and authorisation process
- The roles and responsibilities of staff



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)

Problems? call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
04/04/2019	Thursday	Shieldfield Centre, SG Training Room	1:30pm	4:30pm
06/06/2019	Thursday	Shieldfield Centre, SG Training Room	1:00am	4:00pm
07/06/2019	Friday	Shieldfield Centre, SG Training Room	1:00pm	12:00pm
07/06/2019	Friday	Shieldfield Centre, SG Training Room	9:00am	12:00pm
16/07/2019	Tuesday	Shieldfield Centre, SG Training Room	1:00pm	4:00pm
23/10/2019	Thursday	Shieldfield Centre, SG Training Room	1:30pm	4:30pm

19/12/2019	Thursday	Shieldfield Centre, SG Training Room	9:00am	12:00pm
19/12/2019	Thursday	Shieldfield Centre, SG Training Room	1:00pm	4:00pm
08/01/2020	Wednesday	Shieldfield Centre, SG Training Room	1:30pm	4:30pm
30/03/2020	Monday	Shieldfield Centre, SG Training Room	1:30pm	4:30pm

Deprivation of Liberty Safeguards – Managers Supervisory Bodies and Managing Authorities

Target audience

Staff who have a responsibility for applying the Deprivation of Liberty Safeguards. This will include anybody who arranges residential or nursing care such as: Managers registered under the Care Standards Act (2000), Deputy Managers, Ward Managers, Senior Practitioners, Team Managers, Signatories, Social Workers, Social Care Assessment Officers, Care Co-ordinators, Care

Managers, Band 5 Nurses or above, IMCA's, Paid Relevant Person's Representatives.

Entry requirement

DoLS – Participants should attend either the 'Basic Awareness' OR the 'Managers, Supervisory Body/Managing Authority' training. Participants are required to attend MCA awareness or assessment training prior to attending any DoLS training courses.

Aim of the session

To provide in-depth knowledge of the Deprivation of Liberty Safeguards process and documentation

Learning outcomes

This course will provide staff with an understanding of:

- The background to the legislation
- The role of the Managing Authority and the Supervisory Body
- The distinction between a restriction of liberty and a deprivation of liberty
- The assessment and authorisation process
- The roles involved including IMCA and Paid Representatives
- The link between DoLS and Safeguarding Adults. The DoLS documentation and completion



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)

Problems? call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
07/02/2019	Thursday	Shieldfield Centre, SG Training Room	1:00pm	4:00pm
22/03/2019	Friday	Shieldfield Centre, SG Training Room	9:00am	12:00pm
06/06/2019	Thursday	Shieldfield Centre, SG Training Room	9:00am	12:00pm
04/09/2019	Wednesday	Shieldfield Centre, SG Training Room	1:00pm	4:00pm
18/12/2019	Wednesday	Shieldfield Centre, SG Training Room	9:00pm	12:00pm
28/02/2020	Friday	Shieldfield Centre, SG Training Room	1:00pm	4:00pm

Mental Capacity Act – Basic Awareness

Target audience

All staff that need to have an awareness of the MCA. This may include: care assistants, auxiliary staff, Community Support Officers, wardens, concierges, support staff, domestic staff, administrative staff/receptionists in health or social care settings, unpaid carers, volunteers.

Entry requirement

MCA - Participants should attend the Basic Awareness or the Assessment training, NOT BOTH

Aim of the session

To increase basic awareness of the Mental Capacity Act and to provide a basic working knowledge of the policy and procedures operational in Newcastle

Learning outcomes

- The five principles of the Mental Capacity Act.
- The principles of assessing capacity and best interest.
- The role of the Independent Mental Capacity Advocate (IMCA)
- Lasting Powers of Attorney (LPA's) and Advance Decisions. •
- Deprivation of Liberty Safeguards (DoLS)



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)

Problems? call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
08/01/2019	Tuesday	Shieldfield Centre, SG Training Room	09:00am	10:30am
08/01/2019	Tuesday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
07/02/2019	Thursday	Shieldfield Centre, SG Training Room	09:00am	10:30am
07/02/2019	Thursday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
21/03/2019	Thursday	Shieldfield Centre, SG Training Room	09:00am	10:30am
21/03/2019	Thursday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
22/03/2019	Friday	Shieldfield Centre, SG Training Room	1.00pm	2.30pm

22/03/2019	Friday	Shieldfield Centre, SG Training Room	3.00pm	4.30pm
04/04/2019	Thursday	Shieldfield Centre, SG Training Room	09:00am	10:30pm
04/04/2019	Thursday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
16/07/2019	Tuesday	Shieldfield Centre, SG Training Room	09:00am	10:30pm
16/07/2019	Tuesday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
05/09/2019	Thursday	Shieldfield Centre, SG Training Room	09:00am	10:30pm
05/09/2019	Thursday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
23/10/2019	Wednesday	Shieldfield Centre, SG Training Room	09:00am	10:30pm
23/10/2019	Wednesday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
08/01/2020	Wednesday	Shieldfield Centre, SG Training Room	09:00am	10:30pm
08/01/2020	Wednesday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
28/02/2020	Friday	Shieldfield Centre, SG Training Room	09:00am	10:30pm
28/02/2020	Friday	Shieldfield Centre, SG Training Room	11:00am	12:30pm
30/03/2020	Monday	Shieldfield Centre, SG Training Room	09:00am	10:30pm
30/03/2020	Monday	Shieldfield Centre, SG Training Room	11:00am	12:30pm

Mental Capacity Act – Assessment Training

Target audience

Staff who have a responsibility for applying the Mental Capacity Act – decision-makers and their line managers. This may include: Social Workers, District Nurses, Police Officers, RGN's, RMN's, Ward Sister's, Probation Officers, GP's, Home Managers, Team Leaders, Team Managers, Welfare Rights Officers, Care Co-ordinators, Housing Officers, IMCA's, Paid Relevant Person's Representatives, Advocates.

Entry requirement

MCA - Participants should attend the Basic Awareness or the Assessment training , NOT BOTH

Aim of the session

To provide in-depth knowledge of the Mental Capacity Act and provide practical skills in order to undertake a capacity assessment and best interest decision

Learning outcomes

This course will provide staff with an understanding of:

- The five principles of the Mental Capacity Act
- Decision specific assessments
- The role of the decision-maker
- The capacity assessment framework and best interest checklist
- The interface between MCA and other legislation
- Working with the IMCA service
- Implementing the MCA and supporting staff
- The wider implications of MCA and DoLS implementation.
- Planning a capacity assessment
- Planning a best interest decision



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)

Problems? call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
07/01/2019	Monday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
06/02/2019	Wednesday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
05/04/2019	Friday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
15/07/2019	Monday	Shieldfield Centre, SG Training Room	09:30am	4:30pm

04/09/2019	Wednesday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
26/11/2019	Monday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
07/01/2020	Wednesday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
27/02/2020	Thursday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
09/11/2019	Friday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
07/01/2019	Monday	Shieldfield Centre, SG Training Room	09:30am	4:30pm
06/02/2019	Wednesday	Shieldfield Centre, SG Training Room	09:30am	4:30pm

Why should I choose e-learning?

It is cost effective and saves time

By reducing the time taken away from work, removing travel expenditures and printed materials, online learning helps you to save time and money.

Learning at any time

Courses can be accessed 24 hours a day, 7 days a week and at a pace, place and time to suit you.

It makes tracking course progress simple

Perhaps the most important aspect of using computers for training is that it is easy to track and prove your progress and a certificate of achievement is issued when you have completed a course.

Fun and engaging

By using a variation of activities and quizzes in the system, the training is both fun and interactive. This ensures the training is engaging and stimulating for the learner.

It's discreet

Not everyone feels comfortable learning in a large group, especially if they find something difficult to understand. E-learning allows you to tackle the subject at your own pace, you can take a break when you want and can revisit modules again to ensure thorough understanding.



Safeguarding Adults at Risk

Everybody has the right to live a life free from abuse and neglect. Safeguarding adults is about working together to make sure adults who might be at increased risk of abuse are protected and supported. This course aims to equip learners with the knowledge and confidence to respond to concerns where they believe an adult at risk is experiencing abuse or neglect. The course is suitable for all staff and volunteers who come into contact with adults at risk.

Deprivation of Liberty Safeguards (Adults)

In cases where people lack the capacity to consent to particular treatment or care that is recognised by others as being in their best interests or which will protect them from harm, Deprivation of Liberty Safeguards (DoLS) have been introduced to protect their rights and ensure care is in their best interests. This course is aimed at those who deal with people using services whose requirements outline a need for knowledge of the Mental Capacity Act and specifically, the issue of Deprivation of Liberty Safeguards.

Mental Capacity Act

The Mental Capacity Act (2005) is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive and controlling. The Act also aims to balance an individual's right to be protected from harm if they lack capacity to make decisions to protect themselves. This course aims to help you to look at how the Act will affect you and to help you develop best practice.

Basic Awareness of Child and Adult Sexual Exploitation

This course is designed to explain what sexual exploitation is and to help you identify the vulnerability factors. Upon completion, you should be able to recognise the signs and indicators of sexual exploitation, understand the importance of multi-agency working and the safeguarding frameworks in place to manage concerns of sexual exploitation, and act appropriately if you have a concern.

To register for e-learning courses go to: [Welcome to the Newcastle Safeguarding Children and Adults Self Registration System.](#)

Continual Professional Development (CPD) courses and Thematic Workshops

This section of the programme will be continually updated to respond to emerging practice and learning. Updated programmes will be circulated throughout the year and all current information will be accessible via the web-sites.

The courses are designed to build upon your core knowledge and support you in your role. If there is a subject you would be interested in and isn't included in the programme you can contact wfdadmin@newcastle.gov.uk with your suggestions and these will be considered at the Learning and Development Committees.



Self-Neglect Thematic Work Shop

Target audience

People who have a responsibility for receiving concerns, decision-making and informing statutory agencies. This may include: Social Workers, District Nurses, Police Officers, RGN's, RMN's, Ward Sisters, Probation Officers, GP's, Home Managers, Team Leaders, CPN's.

Entry requirement

Staff should have attended 'Core Safeguarding Training' and should come to the session with an understanding of their own agency's recording policy and procedures.

Aim of the session

Increase awareness of legislation, policies and procedures in relation to self-neglect. Inform practitioners of their role in recognising and responding to self-neglect and abuse.

Learning outcomes

The course will provide staff with an understanding of:

- Explore the definition of self-neglect in relation to the Care Act (2014)
- Understand the different types of self-neglect, its signs and indicators.
- Awareness and application of current legislation, local policies and procedures in relation to self-neglect.
- Identifying the level of risk or harm in relation to safeguarding.
- Exploring the possible strategies of self-neglect.



Booking details

Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3) **Problems?** call administration on 0191 277 2091

Course details

Date	Day	Venue	Start	Finish
TBA			9:15am	1:00p m
TBA			9:15am	1:00p m
TBA			9:15am	1:00p m

TBA			9:15am	1:00p m
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1 GUIDANCE NOTES

APPENDIX 1

Please ensure you read these guidance notes prior to booking.

Booking: Booking details vary depending on whether the course was developed by the 'Children Board' the 'Adults Board' or 'Safe Newcastle', please refer to the booking details Learning and Development website by accessing the hyperlinks provided for individual course. Your booking must have been agreed with your line manager.

Allocation of places and general information

- We try to allocate places in order to have a fair representation from different agencies, this might mean we have to limit the amount, of places for an individual organisation.
- You will receive a confirmation letter with course outlines, please do not attend the session unless you receive these document as you may not have been allocated a space on the training.
- These courses are specifically designed for people working or volunteering in the Newcastle area.
- You must attend the full course to receive a certificate.
- Please ensure that you meet the entry requirements as detailed for each course and that you have discussed this with your line manager.

Equal Opportunities

- Newcastle Safeguarding Adults Board, is committed to a policy of Equal Opportunities and aims to provide training which reflects this. We try to: ensure that all participants are treated as individuals; the opinion of you and others is respected; and that inappropriate behaviour and language are challenged.
- If you would like to discuss any special requirements you may need prior to the course, please contact: Workforce Development Admin at wfdadmin@newcastle.gov.uk or telephone 0191 2772091

Charges for Attendance; Non-attendance and late cancellation fee

- See Charging Policy <https://www.nsab.org.uk/training-courses> • Safe Newcastle charges are detailed on the course information sheets.

Data Protection

- Under the Data Protection Act we have to tell you about the information we hold about you. We keep names; email addresses and work addresses on a computerised database to monitor organisational training levels.

For further information about any of the courses offered in this programme, please contact:

Yvonne Cassidy Robson
Workforce Development and Training Officer
0191 2114881

yvonne.robson@newcastle.co.uk

SAFEGUARDING BOOKING FORM One applicant and one course per form

Please ensure you have read our charging policy [here](#) before you book a place

Course information			
Title:			
Date:			
Time:			
Learner information			
Name:			
Job title:			
Pay ID (if applicable):			
Email address:			
Telephone:			
Organisation information			
Name of organisation:			
Team/Department:			
Please select the sector you work in from the list below:			
Early Years, Childcare and Play		Northumbria Police	
Education		Tyne and Wear Fire and Rescue	
Housing (other than YHN)		Your Homes Newcastle (YHN)	
Fostering and Adult Placements		Government/Local Government (not NCC)	
Health - General		Private Sector Organisations	
Mental Health		Voluntary and Community	
Substance Misuse		Probation Services	
North East Ambulance Service		Other	
Is your organisation based in Newcastle upon Tyne? (please highlight)			YES NO
If not, where is it based?			
Further information			
Managers name: (the person who has given you approval to attend this training)			
Managers email:			
Managers telephone:			
Please let us know if you have any special requirements.			
<p>Please note that some of our venues are not suitable for people with mobility needs in the event of fire/emergency evacuation; you must let us know so that alternative arrangements can be made if necessary. Contact Admin on 0191 277 2091 to discuss your requirements (if applicable).</p>			
Please specify previous relevant training you have:			

Please return to: wfdadmin@newcastle.gov.uk

If you would prefer to print this form, please ensure details are clear and either fax to: 0191 277 2099 or post to: Workforce Development Admin, 3rd Floor, Civic Centre, Newcastle, NE1 8QH

If you are allocated a place on the training you will receive a confirmation email. This will include further information regarding venue and directions. If you have provided an email address which is used by several people, please ask the owner of the account to ensure this information reaches you.