

# Safeguarding Training Policy

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| <b>Target audience:</b>                          | All ICB staff including GPs employed by the ICB.     |

| <b>CONSULTATION SCHEDULE</b>  |                         |                       |
|---|-------------------------|-----------------------|
| <b>Name and Title of Individual</b>   | <b>Groups consulted</b> | <b>Date Consulted</b> |
| Staffordshire and Stoke-on-Trent CCGs Safeguarding Adult and Children Group |                         | 17/11/21              |
|   |                         |                       |

| <b>RATIFICATION SCHEDULE</b>  |             |
|---|-------------|
| <b>Name of Committee approving Policy</b>                                   | <b>Date</b> |
| Staffordshire and Stoke-on-Trent CCGs Safeguarding Adult and Children Group | 17/11/21    |
| Quality & Safety Committee (in common)                                      | 10/12/20    |
| Governing Bodies (in common)  | 25/02/21    |
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| <b>VERSION CONTROL</b> |  |             |                               |
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| 1                      | Updated to reflect new organisation ICB  | 22.06.22    | Stephanie Nightingale         |
| 2                      |  |             |                               |
| 3                      |  |             |                               |
| 4                      |  |             |                               |

| <b>IMPACT ASSESSMENTS – available on request</b> |              |                 |                 |
|--|--------------|-----------------|-----------------|
|  | <b>Stage</b> | <b>Complete</b> | <b>Comments</b> |
| Equality Impact Assessment                       |              | October 19      |                 |
| Quality Impact Assessment                        |              |                 |                 |
| Privacy Impact Assessment                        |              |                 |                 |

## SUMMARY

This document defines the Safeguarding Training Policy for Staffordshire and Stoke-on-Trent ICB hereafter referred to as the ICB.

- This policy applies to all staff working within the ICB (including GPs employed by the ICB), lay members, volunteers and students.
- The Chief Nurse and Therapies Officer is accountable for the safeguarding aspects of the ICB role and the Designated Nurses for Safeguarding are the Leads for ICB.
- This policy reflects the requirements to comply with legislative duties to safeguard both children and adults: including, but not limited to, the Children and Families Act 2014, the Care Act 2014, Working Together to Safeguard Children 2018 and the Counter-terrorism and Border Security Act as part of the training provision.
- All staff are individually responsible for meeting their mandatory training requirements including learning related to safeguarding. The level of training is role dependent and directed by the Intercollegiate documents: Roles and Competencies of Healthcare Staff (Adults 2018) (Children 2019).

| Contents |  | Page |
|----------|--|------|
| 1.       | Induction  | 4    |
| 2.       | Scope of the Training Policy                       | 4    |
| 3.       | Aim and Objectives of Safeguarding Training Policy | 4    |
| 4.       | Core Standards for Safeguarding Training           | 5    |
| 5.       | Strategic Priorities                               | 6    |
| 6.       | Safeguarding Training Competencies                 | 7    |
| 7.       | Review and Maintenance of Policy                   | 9    |
| 8.       | References   | 9    |

| Contents |  | Page |
|----------|--|------|
|          |  |      |

## Appendices

Appendix 1:

| **An Equality Impact Assessment has been undertaken.**

## **1. Introduction**

All staff working within the ICB (including GPs, who have a duty of care as defined by the GMC Good Medical Practice document to attain safeguarding proficiency as outlined by national guidance) (*RCN, 2018*)<sup>1</sup> ; (*RCN, 2019*),<sup>2</sup> have a responsibility to safeguard and promote the welfare of all children and adults they come into contact with and should know what to do if they have concerns about safeguarding. This should be considered as integral to their everyday role and function as a Staffordshire and Stoke-On-Trent Integrated Care Board (ICB) employee / partner. To fulfil this responsibility all health staff should have access to appropriate safeguarding training opportunities along with support to facilitate their understanding of safeguarding and to understand the importance of their role in information sharing and where and whom to report concerns to.

This Training Policy reflects the commitment of the ICB to enable every member of staff to have the competencies to recognise child and adult vulnerability and maltreatment and to take appropriate responsive action. All staff should access training appropriate to their role.

## **2. Scope of the Training Policy**

- 2.1 This policy applies to all staff working within the ICB (including GPs), lay members, volunteers and students.
- 2.2 ICB Managers must ensure their staff have awareness of, and are able to access this policy and ensure it is implemented within their line of responsibility and accountability.
- 2.3 The ICB is committed to all processes that safeguard all citizens and aims to commission safeguarding services that will ensure equal access to all citizens without discrimination or prejudice to age, disability, gender reassignment, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity (Equality Act 2010).

## **3. Aim and Objectives of the Safeguarding Training Policy**

### **3.1 Aim**

The aim of the Training Policy is to provide all staff with a framework by which they acquire the knowledge and skills to enable them to be competent and confident in carrying out their safeguarding responsibilities.

### **3.2 Objectives**

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<sup>1</sup> Adult Safeguarding: Roles and Competencies for Health Care Staff (Intercollegiate Document), Royal College of Nursing, 2018.

<sup>2</sup> Safeguarding Children and Young People: Roles and Competencies for health Care Staff (Intercollegiate Document), Royal College of Nursing, 2019.

- To ensure ICB employees are equipped to respond with confidence when dealing with matters relating to safeguarding.

For staff to:

- Understand and access related ICB safeguarding policies and procedures.
- Recognise the ICB Safeguarding Team, Designated and Named Professionals within the organisation.
- Recognise vulnerability, types and signs of abuse, neglect and risk factors.
- Know what to do in the event of having a safeguarding concern and understand their duty to respond and report it.
- Understand the importance of information sharing, multi-agency partnership working and ability to share relevant and proportionate information to safeguard individuals at risk.
- Understand own role and responsibility and the escalation procedure.
- Maintain a person centred focus when managing safeguarding issues.
- Understand the importance of learning from Serious Case Reviews and Child Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews.
- The importance of maximising flexible learning opportunities to acquire and maintain knowledge and skill is recognised.

#### **4.0 Core Standards for Safeguarding Training**

In order for training to be effective, the following core set of standards should apply:

##### **4.1 Organisational and operational commitment to training:**

- In-house Safeguarding Children Training is an essential requirement for ALL staff and should be reflected in the ICB Mandatory Training Matrix.
- Managers must ensure all new starters undertake safeguarding mandatory training as part of the induction package.
- Managers and staff themselves, have a responsibility to ensure that staff have accessed and completed the appropriate level of training for their role. Competencies should be reviewed annually as part of staff appraisal in conjunction with individual learning and development plans.
- Training will be sourced in-house or from appropriate accredited trainers or training partners.

- Interagency training is supported by the Stoke-On-Trent and Staffordshire Safeguarding Children Board and there is an online multi agency basic awareness training package available on the Staffordshire Safeguarding Adult Board website.
- Levels 1 & 2 are currently available via the e-learning platform on the electronic staff record (ESR).
- Levels 3 & 4 e-learning are available via eLearning for Health or FutureLearn.
- Level 3 face to face children's training – a training programme runs throughout the county and is accessible to ICB staff.
- Level 5 training is provided by external agencies.

#### 4.2 Equality and Diversity:

- The training will respect and acknowledge equality and diversity.
- The training will reflect the different training needs of a diverse workforce.
- The training will reflect the diversity of the communities served.
- The training will reflect an understanding of the rights of the individual.

#### 4.3 Implementing the training Programmes:

- E-Learning will be provided by accredited NHS providers for safeguarding training.
- Face to face training will be delivered by trainers who have the knowledge and skills to facilitate active learning around safeguarding and promoting the welfare of children and adults.
- Training will be evidence-based, informed by lessons from serious case and child death reviews, adult safeguarding review, domestic homicide reviews and reflect local and national developments and trends.
- Face to face training content will be mapped to the learning needs of the participants.
- All face to face training will be quality assured.
- Training will endeavour to identify and manage emotional responses that working with safeguarding concerns training can evoke.

## 5. **Strategic Priorities**

### 5.1 Training Needs Analysis

- The ICB working in partnership with the CSU, will develop processes to enable them to identify and monitor the total number of staff requiring training at each level.
- The ICB to utilise the serious untoward incidents and serious case reviews to inform the development of the safeguarding training programme.
- The ICB should act as a 'critical friend' for Board delivered training programmes.
- The ICB will ensure the Stoke on Trent and Staffordshire Safeguarding Children Board's priority agendas are included in training delivered.

## 5.2 Training Provision

- The ICB need to have an identified budget for safeguarding training.
- The ICB and Managers need to support staff to attend training internally and externally.
- Training methods will reflect the different learning styles of attendees and incorporate the diversity of communities and individuals, including those with disabilities.
- Training opportunities will be provided equitably across the county.
- The ICB will ensure varied and accessible training sessions are available internally and regularly advertise external multi-agency training courses via newsletters and staff communications.
- The ICB need to have mechanisms in place to support staff who are affected by the impact of emotional responses that safeguarding training can evoke. The ICB will ensure that trainers have completed an appropriate 'Safeguarding Trainer' programme and are equipped to deliver such training.

## 5.3 Monitoring and Quality Assurance

- The ICB are to maintain quality assurance processes to enable scrutiny of every aspect of the training arrangements for staff.
- The ICB are to maintain a staff training database and report on compliance figures.
- The ICB are to develop and maintain a process of monitoring and review of effectiveness of training at different levels and to ensure fitness for purpose, utilising national guidance from the Intercollegiate Documents (2018 & 2019).
- Findings from regulatory inspection activity and relevant single and multi-agency audits are to be collated and recommendations applied accordingly.



## 6. Safeguarding Training Competencies

### **Adult Safeguarding: Roles and Competencies for Health Care Staff 2018**

#### **Level 1 Adult**

ALL staff in healthcare settings – this also includes Lay members, volunteers and students.

30 minute induction within 6 weeks

2 hours training over 3 years

e-learning via ESR or eLfH resource

#### **Level 2 Adult**

All staff with regular patient contact *HCA's, phlebotomists, patient engagement leads*

*30 minute induction within 6 weeks*

4 hours training over 3 years

e-learning via ESR or eLfH resource

#### **Level 3 Adult**

All registered healthcare professionals *GP, Nurse, UCP, PA, Pharmacists, Counsellors, Primary Care Consultants*

30 minute induction within 6 weeks

Level 3 within 12 months

8 hours training over 3 years

Maximum 4 hours (50%) e-learning

e-learning package via FutureLearn platform

Minimum 4 hours face to face training/updates/case discussion/quality improvement

Inter-professional & inter-organisational encouraged

Documented with reflection

Face to face programme accessible to ICB staff

#### **Level 4 Adult**

Named Professionals for Safeguarding

30 minute induction within 6 weeks

24 hours training over 3 years including clinical leadership, appraisal and supervision training

National networks for Named professionals deliver level 4

Webinars accessible via eLfH

#### **Level 5 Adult**

Designated Professionals for Safeguarding

30 minute induction within 6 weeks

24 hours training over 3 years including clinical leadership, appraisal and supervision training

#### **Adult Safeguarding Board Level**

Requires level 1 with board specific element – Chief Executive Officer and Chief Nurse and Therapies Officer.

## **Safeguarding Children and Young People: Roles and Competencies for Health Care Staff 2019**

### **Level 1 Children**

ALL staff in healthcare settings – this also includes Lay members, volunteers and students.

30 minute induction within 6 weeks

2 hours training over 3 years

e-learning via ESR or eLfH resource

Activity Log, reflection template

### **Level 2 Children**

All staff who have any contact with children and/or parents *Reception & admin team managers, practice managers, HCAs, phlebotomists, patient engagement leads*

30 minute induction within 6 weeks

Level 2 within 12 months

4 hours training over 3 years

e-learning via ESR or eLfH

Activity Log, reflection template

### **Level 3 Children**

All clinical staff who have any contact with children and/or parents

AND

Who may contribute to assessing/planning/intervening in the needs of children and/or parenting capacity: *GP, Nurse, Physicians Associates, Pharmacists, Health Visitors, Midwives, Allied Health Professionals, urgent care practitioners*

30 minute induction within 6 weeks

Level 3 within 12 months

8 hours training over 3 years (GPs 12 hours)

Additional specific knowledge and skills sets for certain roles: GP, practice safeguarding leads, practice nurses, UCPs

Maximum 4 hours (50%) e-learning (GPs 6 hours max)

Minimum 4 hours face to face training/updates/case discussion/quality improvement

Inter-professional & inter-organisational encouraged

Activity log, reflection template and learning outcome record in guidance document appendix 4

Series of face to face safeguarding training

Stoke-On-Trent and Staffordshire Safeguarding Children Board training – events listed on web page

### **Level 4 Children**

Named Professionals for Safeguarding Children

30 minute induction within 6 weeks

24 hours training over 3 years including clinical leadership, appraisal and supervision training, Stoke-On-Trent and Staffordshire Safeguarding Children Board training.

### **Level 5 Children**

Designated Professionals for Safeguarding Children

30 minute induction within 6 weeks

24 hours training over 3 years including clinical leadership, appraisal and supervision training.

**Children Safeguarding Board Level**

Requires level 1 with Board specific element – Chief Executive Officer and Chief Nurse and Therapies Officer.

**7. Review and Maintenance of Policy**

- 7.1 This policy will be subject to a routine biennial review or as necessary, and will also be subject to alteration if required through the creation of additional national policy, legislation or guidance and/or local guidance.

If revised, all stakeholders will be alerted to the new version. The review will be conducted by the Designated Professionals for Safeguarding.

- 7.2 The Safeguarding Training Policy will be equality impact assessed and the quality of the Equality Impact Assessments will be assessed by the Equality and Human Rights Advisors.

**8. References**

[Working Together to Safeguard Children 2018](#)

[Adult Safeguarding: Roles and Competencies of Healthcare Staff 2018](#)

[Safeguarding Children and Young People: Roles and Competencies of Healthcare Staff 2019](#)