

## North Yorkshire Safeguarding Adults Board Safeguarding Competencies for all staff, volunteers and carers in the wider sector

This competency framework has been produced to support the development of a workforce, both within the local authority and its partner organisations, that is competent and effectively trained in Safeguarding Adults, and which is demonstrating continuous improvement and development; in the context of the Joint Multi-Agency Safeguarding Adults Policy and Procedures (West Yorkshire, North Yorkshire and City of York).

This document outlines the competencies required for particular categories of job roles, and suggested evidence of how each of these can be demonstrated, along with NYCC training will help to fulfil these. All training can be accessed via the NYCC Learning Zone: <https://learningzone.northyorks.gov.uk>

Whilst NYCC training is designed to fulfil some of these competencies via outcome based training, to achieve each competence members of staff must also demonstrate a combination of practical skills, knowledge and experience to ensure that these qualities inform practice in a way that is proportionate with an individual's role and responsibility.

**These competencies (Level 1 and Level 2) have been prepared in line with the National Competency Framework Bournemouth University, available here: <http://eprints.bournemouth.ac.uk/33835/1/Comprehensive-National-Competency-Safeguarding-Framework-FINAL.pdf>**

**Health colleagues must refer to Adult Safeguarding: Roles and Competencies for Health Care Staff intercollegiate document, available here: <https://safeguardingadults.co.uk/learning-research/health-competencies/>**

### Competency Levels

Level	Competencies	Bournemouth mapping	
<b>Level 1 – Raising a Safeguarding Concern</b>	<b>Staff, volunteers and paid carers at all levels will:</b>		
	1. Understand the definitions regarding adult safeguarding as defined by the Care Act 2014	Demonstrate what constitutes an “adult at risk” Show an understanding of what constitutes abuse  Knowledge of supporting/related legislation and policy, e.g. Mental Capacity Act 2005, Deprivation of Liberty Safeguards 2009, Human Rights Act 1998. General Data Protection Regulations 2018, Dignity in care	1,2
	2. Understand the types of abuse as defined by the Care Act 2014	Describe the different types of abuse and the contexts in which they can occur	1,2
	3. Understand the purpose of adult safeguarding as defined by the Care Act 2014	Demonstrate understanding of what adult safeguarding is and why it is important. Describe the six principles of Safeguarding Adults under the care act 2014. Explain their role in identifying concerns regarding adult abuse and their individual responsibility.  Describe role of the local authority and their statutory responsibility for <b>safeguarding</b>	1,2



Level	Competencies	Bournemouth mapping	
	<p>4. Having an awareness of making Safeguarding Personal (MSP)</p>	<p>Understand the individual's right to exercise freedom of choice (article 2 and 3. Human rights Act 2008) balanced with public interests</p> <p>Understand the importance of valuing individuality and being non-judgemental</p> <p>Demonstrate awareness of how personal values and attitudes can influence the understanding of situations</p> <p>Listening to individuals and allowing them time to communicate what they would like to have happen in response to the safeguarding concern, which reflects Making Safeguarding Personal (MSP) preferences</p> <p>Show that the needs of the individual are made central at all times, but action may be taken which is contrary to the person's wishes if there are others at risk</p>	
	<p>5. Understand and be able to recognise the signs and symptoms of abuse, Care Act (2014)</p>	<p>Describe how to recognise indicators/signs for each form of abuse</p> <p>Demonstrate an understanding of the factors that might increase a risk of abuse</p>	2
	<p>6. Have an understanding of abuse and prevention</p>	<p>Work in a way that creates a safe environment and minimises the risk of abuse</p> <p>Show understanding of how to "whistle blow" using related policies and procedures</p> <p>Demonstrate the ability to apply safeguarding to daily working practice</p>	3
	<p>7. Will be able to report and record alerts following local Safeguarding Multi Agency Safeguarding Adults Policy and Procedures (West Yorkshire, North Yorkshire and City of York)</p>	<p>Show a clear understanding of their role in identifying and reporting concerns regarding adult abuse</p> <p>Demonstrate the confidence to report concerns</p> <p>Understand and follow appropriate procedures for reporting and recording concerns of abuse</p> <p>Be aware to contact the emergency services if the person or others are in immediate danger</p> <p>Show understanding of their organisation's policy and procedures and how to access them</p> <p>Be aware of the Joint Multi-Agency Safeguarding Adults Policies and Procedures (West Yorkshire, North Yorkshire and City of York)</p>	1, 2, 4, 5, 6

Level	Competencies	Bournemouth mapping
	<p>8. Have an understanding and awareness of the procedures regarding how to raise a safeguarding concern and responsibilities associated with this.</p> <p>Work in manner that seeks to reduce the risk of abuse</p> <p>Demonstrates how to ensure the individual is safe when the risk of abuse is high</p> <p>Shows a knowledge of resilience factors and how these might interact with safeguarding</p> <p>Work to empower people with care and support needs and carers, to reduce the risk of abuse</p> <p>Have knowledge of a complaints procedures, and be able to raise awareness of it with adults with care and support needs</p>	4
	<p>9. Have an awareness of the importance of preserving evidence.</p> <p>Give examples of how to preserve evidence in a safeguarding situation</p> <p>Demonstrate use of appropriate forms and recording systems</p> <p>Maintain accurate records</p> <p>Demonstrate understanding of issues of confidentiality and General Data Protection Regulations</p>	1,6
	<p><b>Competencies 1 – 9 are covered on the following training:</b></p> <p><b><i>North Yorkshire Safeguarding Adults Board strongly recommend the following training options for Level 1</i></b></p> <p><u>Raising a Safeguarding Concern Level 1: Half day classroom</u></p> <p>This is for all staff that have <b>close and regular contact</b> with, adults with care and support needs for example front line care staff/support workers, nurses, volunteers, housing support staff, police officers etc. (N.b. This is not an exhaustive list) in line with the Joint Multi-Agency Safeguarding Adults Policy and Procedure and own organisational policy regarding Safeguarding Adults</p> <p><u>Reporting a Safeguarding Concern Level 1: E-learning</u></p> <p>This training is suitable for staff that require an awareness of safeguarding adults but have <b>limited and infrequent contact</b> with adults with care and support needs</p> <p>It is also strongly recommended as the refresher for all front line staff who have completed the classroom course and require a refresher as part of their organisational policy. A refresher is advised every 2 years</p> <p><u>Training the Safeguarding Champions</u> for those organisations with over 50 staff that require Safeguarding Level 1 Raising a Safeguarding Concern.</p>	
	<p>This course is designed to equip the delegate to be able to deliver the half-day Safeguarding Level 1 Raising a Safeguarding Concern training in their workplace and how to test out and evaluate the learning delivered. Terms and conditions apply - these can be found on the Learning Zone</p>	





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	<p>12. Understand the importance of recording and documenting all appropriate information arising from the safeguarding concern</p>	<p>Accurately record information in accordance with multi-agency policy and procedure</p> <p>Ensure the individuals wishes and views are recorded</p> <p>Understand the principles of information sharing in accordance with the local policy, procedure and relevant legislation</p>	11
	<p>13. Know how to support staff or people who report concerns of abuse</p>	<p>Understand the potential impact of the situation on the person who reported the alleged abuse</p> <p>Describe ways in which support could be offered to the person raising the concern</p> <p>Be aware of and able to signpost the person raising the concern to further support</p> <p>Understand the role of HR when allegations of abuse are reported against a member of staff</p>	9
	<p>14. Understand the principles of information sharing in accordance with the Joint Multi-Agency Safeguarding Adults policy and procedures (West Yorkshire, North Yorkshire and City of York)</p>	<p>Understand the roles and responsibilities of each organisation within the Joint Multi-Agency Safeguarding Adults policy and procedures</p> <p>Demonstrate evidence of multi-agency partnership working, for example positive and appropriate information sharing or joint working</p> <p>Work with partner agencies to identify and manage risk</p> <p>Use emergency services when necessary e.g. ambulance or police intervention</p>	8,10
	<p>15. Understand the principles of preserving evidence and safety of the Adult at Risk</p>	<p>Demonstrate a comprehensive and detailed knowledge of how to gather, evaluate and preserve evidence</p> <p>Providing evidence of report writing and recording.</p> <p>Undertake and monitoring of safeguarding concerns within your service or organisation</p> <p>Where applicable demonstrate court skills e.g. providing testimony in court</p>	11, 12
	<p>16. Understand the principles and be able to support staff on how best to deal with disclosures and how to record their concerns</p>	<p>Support staff and individuals to access information relating to safeguarding adults.</p> <p>Support and facilitate staff in meeting their own safeguarding competencies appropriate to their role</p>	7,9

Level	Competencies		Bournemouth mapping
	17. Will understand the procedure for reporting a safeguarding concern to North Yorkshire County Council	Describe the process of reporting a safeguarding concern  Respond to allegations of abuse within agreed timescales, including accurate records, in accordance with the Joint Multi Agency Safeguarding Adults Policy and Procedures policy, procedure and local guidance	10
	18. Understand steps that can be taken, and support that can be offered, to minimize the risk of adult abuse occurring	Assess risk to staff and individuals in the workplace, including adults at risk of abuse who have caused harm  Demonstrate effective communication and information sharing with partner agencies  Be aware of internal and external safeguarding policies and procedures	7,9,12
	19. Understand steps that can be taken and support that can be offered to minimise adult abuse occurring	Assess risk to staff and individual in the work place, including adults at risk of abuse who have caused harm  Demonstrate effective communication and information sharing with partner agencies  Be aware of internal and external safeguarding policies and procedures	7,9,12
	<p>Competencies 10 – 19 are covered in the following training:</p> <p><b>North Yorkshire Safeguarding Adults Board recommend the following training options for Level 2:</b></p> <p><b>Safeguarding Concerns Manager</b></p> <p>Safeguarding Level 2 Safeguarding Concerns Manager: Full day classroom</p> <p>This training is for those workers identified within an organisation's Safeguarding policy as being accountable for responding to, and reporting a concern, for example managers of a provider service, which could be from statutory, private, voluntary, third sector or housing type organisation (n.b. this is not an exhaustive list)</p>		

### Overall summary of Safeguarding Training Provided by North Yorkshire County Council Health and Adult Services

All NYCC training can be accessed via the NYCC Learning Zone: <https://learningzone.northyorks.gov.uk>. All available free training is advertised via a booklet which is produced once a year and circulated to as many organisations as possible via the HAS Quality and Market Improvement Team, the Independent Care Group and the Internet via the North Yorkshire Safeguarding Adults Website <https://www.safeguardingadults.co.uk> and the Care Alliance for Workforce Development site <https://www.cawd.org.uk>

To request a training brochure contact:

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