



Shropshire, Telford and Wrekin CCG Safeguarding Training Policy

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Document Amendment History

Version No.	Date	Brief Description
Version 1.0	2015	
Version 2.0	June 2021	This is a refreshed policy based on the previous 2015 version.
Version 3.0	Jan 2022	Amended in accordance with current guidance

The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin Clinical Commissioning Group (STWCCG) website:

<https://www.shropshiretelfordandwrekinccg.nhs.uk/>

Printed copies or those saved electronically must be checked to ensure they match the current online version.

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1 Introduction

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Working Together to Safeguard Children 2018 identifies that:

All staff working in healthcare settings; including those who predominantly treat adults; should receive training to ensure they attain the competences appropriate to their role and follow the relevant professional guidance.

The minimum training requirements are clearly set out in the most current guidance for Children and Young People (CYP) “Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff. 4th Edition January 2019. Intercollegiate Document” (will be referred to as ICD hereafter).

<https://www.rcn.org.uk/professional-development/publications/pub-007366>

The adult guidance can be found at:

<https://www.rcn.org.uk/professional-development/publications/pub-007069>

All CCG staff must complete safeguarding children and adult safeguarding training at level 1 or 2. This is mandatory and is delivered via ELearning. All staff have access to ELearning via the ESR system and can log on to their learning account via <https://my.esr.nhs.uk>. Any staff having difficulty accessing their account can receive assistance by emailing csu.wis-team@nhs.net.

There is a staged approach to training with different staff being required to undertake training at different levels; dependent on their degree of contact with CYP, families and adults.

2. Purpose

The purpose of this document is to clarify the level and frequency of safeguarding training that is expected for all CCG staff. Provider organisations commissioned by the CCG are each required to have their own safeguarding strategy.

Delivery of this policy will ensure the foundations are in place from which the CCG will discharge its statutory duty to safeguard and adults promote the welfare of CYP

as defined for NHS staff (Section 11 of the Children Act 2004) and within the Care Act 2014 for adults.

Safeguarding Children Training

Working Together to Safeguard Children 2018 (updated 2020); identifies that:

All CCG staff working in healthcare settings – including those who predominantly treat adults – should receive training to ensure they attain the competences appropriate to their role and follow the relevant professional guidance.

All CCG staff must have completed a safeguarding children and adult course at level 1 or 2 that matches their work with CYP and/or their parents and carers. There is a staged approach to training with different staff being required to take training at different levels, dependent on their degree of contact with CYP and adults. This includes staff working in adult services that may be in contact with adults who care for CYP.

The Care Quality Commission document below supports the view that one of the most important principles of safeguarding is that it is everyone's responsibility. Health care staff frequently work with people in their moments of greatest need and can witness health and social inequalities which have a direct impact on the lives of people they care for. The ICD has been designed to guide professionals and the teams they work with to identify the competencies they need in order to support individuals to receive personalised and culturally sensitive safeguarding. It sets out minimum training requirements along with education and training principles.

https://www.cqc.org.uk/sites/default/files/20190621_SC121706_CQC_statement_February_2018_v3_0.pdf

3. Responsibilities

It is the responsibility of the Executive Director of Nursing and Quality to ensure this policy is maintained and is up-to-date with statutory safeguarding requirements

3.1 The Chief Executive

The Chief Executive has overall responsibility for Safeguarding for the CCG.

3.2 Executive Directors and Managers

It remains the responsibility of organisations to develop and maintain quality standards and quality assurance, to ensure appropriate systems and processes are in place and to embed a safeguarding culture within the organisation through mechanisms such as safe recruitment processes including the use of vetting and

barring, staff induction, effective training and education, patient experience and feedback, critical incident analysis, risk assessments and risk registers.

4. Training delivery arrangements

Safeguarding CYP and adults training is embedded in all commissioned services' contractual arrangements.

The emphasis is upon the importance of maximising flexible learning opportunities to acquire the necessary competencies.

Provider organisations will ensure that there are internal mechanisms in place to record and monitor all training.

Safeguarding children training can be delivered in any method that meets their requirements set out in the ICD and 'Working Together' (HM Government 2018/20). Note for all face to face training for CYP this should as a minimum have multiagency trainers to facilitate the training. Similarly for Safeguarding adult training there are a number of delivery routes. This includes training that can be accessed by the e-learning for health platform.

<https://www.e-lfh.org.uk/programmes/safeguarding-adults/>

In addition to that the joint training team deliver a substantial amount of training courses in the area of safeguarding which can be accessed via <https://shropshire.gov.uk/joint-training/#>

4.1 Training Values

All training should place as the central focus the CYP or the adult at risk of abuse and promote the importance of understanding their daily life experiences, ascertaining their wishes and feelings, listening to them and never losing sight of their needs.

All training should create an ethos that:

Values working collaboratively with others (valuing different roles, knowledge and skills)

Respects diversity (including culture, race, religion and disability)

Promotes equality

Encourages the participation of CYP and families/carers in the safeguarding process.

4.2 Training Responsibilities

It will be the responsibility of managers to evaluate the different roles within their organisation at the recruitment stage to determine the level of safeguarding training that is appropriate to the role. Adherence to the levels will be reviewed through the appraisal process.

Training/education should be delivered by trainers who:

Have good facilitation skills and sound knowledge of safeguarding and promoting the welfare of CYP and adults

Have training material agreed by the relevant Statutory Safeguarding Partnership sub-group or the CCG.

All training / education sessions must:

- Be informed by current research evidence, lessons from serious case and child death reviews, and national and local developments

- Reflect an understanding of the rights of the CYP and adult

- Be informed by an active respect for diversity, the experience of service users and a commitment to ensuring equality of opportunity

- Be reviewed regularly to ensure that it meets the agreed learning outcomes

- Request Individual feedback from learners following each session

- Be modified in accordance with trends and themes from feedback with version control of the content of successive courses being auditable.

4.3 Training requirements for CCG staff

Different groups require different levels of safeguarding adult and child protection competencies, depending on:

- Their role and degree of contact with adults, CYP and families

- The nature of their work

- The level of seniority the individual holds.

Children's Safeguarding Training

All safeguarding training should be aligned with the ICD (RCPCH 2019), and 'Working Together' (HM Government 2018) and the Adult safeguarding intercollegiate document.

In accordance with the "Competency Framework" as outlined in the ICD, all staff working in healthcare services, including non-clinical managers should access Level 1 safeguarding children training.

Children - Level 1 All staff are required to undertake Level 1 safeguarding children training as part of their induction with the CCG. This is completed via e-learning. All staff should be in receipt of refresher training every 3 years as a minimum.

The Competency Framework states that level 2 safeguarding children training is the minimum requirement for non-clinical and clinical staff that, within their role, have contact (however small) with CYP, parents/carers or adults who may pose a risk to CYP. This supports the CCG ethos of “Making Every Contact Count” (MECC).

Children Level 2 All individuals who work within the appropriate staff groups, are required to undertake Level 2 safeguarding children training as part of their induction with the CCG. This is completed via e-learning. Over a three-year period, staff at level 2 should receive refresher training equivalent to a **minimum** of four hours.

Those staff who require Level 3 safeguarding children training are identified in the ICD as all clinical staff working with CYP and/or their parents/ carers and/or any adult who could pose a risk to CYP who could potentially contribute to assessing, planning, intervening and/ or evaluating the needs of a CYP and/or parenting capacity (regardless of whether there have been previously identified child protection/safeguarding concerns or not). Staff within this group work in a variety of settings and will spend differing amounts of time with patients depending on their role and place of work.

Children - Level 3 Staff who require Level 3 safeguarding children training will undertake this as part of their induction with the CCG. At this time, this is completed via e-learning. Over a three-year period, staff should be able to demonstrate refresher education, training and learning equivalent to:

- a minimum of eight hours for those requiring Level 3 core knowledge, skills and competencies
- a minimum of 12-16 hours for those requiring role specific additional knowledge, skills and competencies. Examples of Level 3 education, training and learning opportunities include attendance and application of knowledge acquired at both internal and external training sessions, safeguarding supervision, attendance at safeguarding meetings such as CP conferences and report writing including CSPR's and chronologies.

Please note that 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.

The “Competency Framework” identifies Named Professionals as requiring Level 4 safeguarding children training.

Children - Level 4 It is expected that staff who hold a Specialist Role would undertake this training e.g. named doctors, named nurses, named midwives and named GP’s. Named professionals should attend a minimum of 24 hours of education, training and learning over a three-year period. This should include non-clinical knowledge acquisition such as management, appraisal, and supervision training

Level 4 safeguarding children training is accessed externally e.g. via the NSPCC [Level 4 safeguarding training for named health professionals | NSPCC Learning](#)
Please speak with the Designated Nurse for Safeguarding Children for support and advice in accessing accredited training.

Training at level 4 will include the update and training required at levels 1-3 and will negate the need to undertake refresher training at levels 1-3 in addition to level 4.

The “Competency Framework” identifies designated professionals as requiring Level 5 safeguarding children training.

Children - Level 5 Staff requiring this level of training are those in the role of designated doctor or nurse. Named professionals should attend a **minimum** of 24 hours of education, training and learning over a three-year period. This should include non-clinical knowledge acquisition such as management, appraisal, supervision training and the context of other professionals’ work.

Training at level 5 will include the training required at levels 1-4 and will negate the need to undertake refresher training at levels 1-4 in addition to level 5.

Adult Safeguarding Training

The safeguarding adults’ intercollegiate document offers a similar level of detailed guidance regarding the requirements for safeguarding adults training. This Framework identifies five levels of competence, and gives examples of groups that fall within each of these. The target is for 90% of all staff to receive formal adult safeguarding training. The levels are as follows:

Level 1: All staff including non-clinical managers and staff working in health care settings

Level 2: Minimum level required for non-clinical and clinical staff that have some degree of contact with adults and/or parents/carers

Level 3: Clinical staff working with adults and who could potentially contribute to assessing, planning, intervening and evaluating the needs of an individual; will require 8 hours refresher training over a three year period.

Level 4: Safeguarding professionals; will require 24 hours over a three year period

Level 5: Designated professionals; will require 24 hours over a three year period.

Child & Adults Board Training level 1 PLUS

This e-learning is to ensure board members have a level of knowledge equivalent to level 1 and additional training provided by the Safeguarding Leads around promoting a positive culture of safeguarding CYP and adults across the board. Being aware of national and local procedures for safeguarding and insuring these polices are present in provider and own organisation. It includes not just child protection but also the wider area of safeguarding for example safer recruitment; whistle blowing.

Note for the Designated and Named Professionals level 4 and level 5 training is expected and this will be reviewed as part of the NMC revalidation process and annual appraisals.

Annual appraisal is crucial to determine individuals' attainment and maintenance of the required knowledge, skills and competence. Employers and Responsible Officers should assure themselves that appraisers have the necessary knowledge, skills and competence to undertake appraisals and in the case of medical or nursing staff to oversee revalidation.

4.4 Training content/ staff role requirements

Level 1: All staff working in health care settings

This level is equivalent to basic safeguarding training across all partner organisations working with CYP. Access can be via e- learning and induction training. Competences should be reviewed annually as part of staff appraisal in conjunction with individual learning and development plan.

Level 2: All non-clinical and clinical staff who have any contact with adults and/or carers via e- learning and face to face training yearly training

Level 3: All clinical staff working with Adults at risk of abuse or harm and/or their parents/ carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of an adult where there are safeguarding concerns.

This training will include along with Level 1 and 2:

- Awareness of the implications of legislation, inter-agency policy and national guidance
- Understanding the importance of the individuals rights in the safeguarding context, and related legislation

- Understanding information sharing, confidentiality, and consent related to adults
- Awareness of the role and remit of the Safeguarding Adults Board
- Knowledge (as appropriate to one's role) of court and criminal justice systems, the role of different courts, the burden of proof, and the role of a professional witness in the stages of the court process.
- Understanding of the relevance of multi-agency audits and role in multi-agency processes.
- Understand processes for if an individual is known to professionals in social care and/or other agencies.
- Awareness of resources and services that may be available within health and other agencies/voluntary sector to support families
- Know what to do where there is an insufficient response from an organisation and how to escalate.
- Know the long term effects of abuse and how these can be detected and prevented.
- Know the range and effectiveness of interventions for adult abuse/harm
- Know the procedures for missed appointments for vulnerable patients
- Understand the LeDer and Vulnerable adult review process
- Understand and contribute to audit against national and local guidelines

This training will be a combination of multi-disciplinary and multi-agency and include reflective learning and scenario based discussion.

Within the CCG staff who engage in the assessing, planning, intervening and evaluating the needs of adults or CYP are in the main likely to work for the Individual Commissioning Team and additional arrangements are required to ensure that this group attend the relevant training.

5. Assurance and Governance

Assurance will be required by the CCG, Statutory Safeguarding Partnerships and NHSE as required.

Activity and quality metrics for all providers will be performance monitored on a Quarterly basis through the CQRM framework.

Training activity for CCG directly employed staff assurance will be received via annual appraisals and monitored as part of mandatory training arrangements.

All GP and associated practice staff will be monitored via annual appraisals and via requests from the CCG and NHS England.

The Practice Manager will keep a record of all training for staff and reported to the lead safeguarding adult/child on a bi-monthly basis

6. Related documents

The following additional documents contain information that relates to this policy:

<https://www.legislation.gov.uk/ukpga/2004/31/contents>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/272064/5860.pdf

<https://www.scie-socialcareonline.org.uk/statutory-guidance-on-making-arrangements-to-safeguard-and-promote-the-welfare-of-children-under-section-11-of-the-children-act-2004/r/a11G00000017v5JIAQ>

<https://www.england.nhs.uk/publication/safeguarding-children-young-people-and-adults-at-risk-in-the-nhs-safeguarding-accountability-and-assurance-framework/>

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

<https://www.nice.org.uk/guidance/cg89>

<https://www.scie.org.uk/safeguarding/adults>

7. Dissemination

. These guidelines will be disseminated by the following methods:

- Directors – to disseminate within their areas
- Staff - via News Flash bulletin / article
- Published to the Website
- Awareness raising by Safeguarding Designated Professionals

8. Review and compliance monitoring

This policy will be reviewed in 3 years or less as new national guidance relating to safeguarding and safeguarding training emerges.

9. Glossary

Term / Abbreviation	Explanation / Definition
CCG	Shropshire, Telford & Wrekin Clinical Commissioning Group
NHSE	National Health Service England
CYP	Children & Young People
LeDer	Learning disability review programme
CQRM	Clinical Quality Review Meeting
ICD	Intercollegiate Document - Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff. Fourth edition: January 2019.