**Primary Care Adult Safeguarding Training Requirements 20/21**

* Training will be offered to all GPs by the CCG.
* GPs and practice staff can also access training through Elfh/Bluestream Training

The table below demonstrates the minimum levels of adult safeguarding training as included in **Adult Safeguarding: Roles and competences for health care staff – Intercollegiate Document August 2018**

[**https://www.rcn.org.uk/professional-development/publications/pub-007069**](https://www.rcn.org.uk/professional-development/publications/pub-007069)

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| **Level** | **Staff Group** | **Competencies and skills** |
| **1** | **All staff in healthcare settings inc.:**   * **Clerical & admin** * **domestic & ancillary**   ** receptionists**   * **volunteers**   **Minimum of 2 hours over 3 years** | * Have knowledge of policy, procedures and legislation   that supports adult safeguarding adult activity   * Need to -recognise potential indicators of adult abuse, harm or neglect * recognise where an adult may have caring responsibilities * have an awareness that adults have rights around safeguarding * have an awareness of how to respond to safeguarding concerns and of practice policy and procedure for making a safeguarding alert * have the confidence to escalate concerns * Be aware of consent, information sharing and data protection regulations   -Can be accessed by e-learning.  -Some face to face is required to ensure staff know which personnel to speak with and how to access policies and procedures  -30 minutes training needs to be undertaken within 6 weeks of starting job  -2 hours minimum training completed 3-yearly after induction |
|  | **Required by practice managers and practitioners who have contact with patients, their families and carers or the public e.g.,**   * **HCAs, phlebotomists**   **Minimum of 4 hours over 3 years** | As above plus:  need to demonstrate skills and knowledge to contribute effectively to the safeguarding process   * Need to understand what constitutes harm, abuse and neglect and to be able to identify signs of each * Need to be able to ensure effective advocacy is provided, e.g. where there are mental capacity or communication issues. * Need to be able to identify the professional roles, responsibilities and boundaries of yourself and your colleagues in a multi-agency setting   -Can be accessed by e-learning or 2- hour face to face session within 6 weeks of starting job unless already trained.  -Thereafter need 3-4 hours training over 3 years. e-learning accepted but should also demonstrate some scenario-based and multi-agency -based training. |
| **3** | **Required by registered health care staff who engage in assessing, planning intervening and evaluating the needs of adults where there are safeguarding concerns. This includes**   * **GPs,** * **Practice nurses** * **PCNs, ANP,AHP**   **Minimum of 8 hours over 3 years** | As level 1 & 2 plus:   * Identify possible signs of sexual, physical or emotional abuse or neglect using a person- centred approach. * identify adult abuse harm or neglect where there is a caring role and refer appropriately * understand forensic procedures around safeguarding and how to meet clinical and legal requirements. * undertake risk/harm assessment * communicate effectively with individuals at risk * contribute to and make judgments about safeguarding an adult at risk and the drawing up of a care plan * manage uncertainty and risk around safeguarding * contribute to inter-agency assessment * document appropriately for safeguarding protection and for the legal process * Know how to undertake-documented case reviews and supervision and to apply lessons learnt * Contribute to and participate in safeguarding enquiries   Level 3 training requires 8 hours of training in the first year unless an ability to demonstrate relevant knowledge skills and competence have already been acquired during previous training.  Thereafter 8 hours of refresher training is required over 3 years.  Training should include a mix of e-learning, case-based discussion, personal reflection and organizational meetings. |
|  | **Practice Safeguarding lead** | As level1,2 &3 plus;   * Actively engage in supporting a multi-agency approach to Safeguarding Adults * Ensure record systems are robust and fit for purpose * Develop & promote effective policy & procedures for Safeguarding Adults in your organization |

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| **Ways to get competencies** | **Suitable for** |  | **Training Details** |
| **Level 1** | All staff |  | -Can be accessed by e-learning.  -Some face to face is required to ensure staff know which personnel to speak with and how to access policies and procedures  -30 minutes training needs to be undertaken within 6 weeks of starting job  -2 hours minimum training completed 3-yearly after induction |
| **Level 2** | Clinical staff  Managers | - | -Can be accessed by e-learning or 2- hour face to face session within 6 weeks of starting job unless already trained.  -Thereafter need 3-4 hours training over 3 years. e-learning accepted but should also demonstrate some scenario-based and multi-agency -based training.  **Level 1 and 2 adult safeguarding training can be accessed with an NHS email via:**  *e-learning for health* [www.e-lfh.org.uk](http://www.e-lfh.org.uk) and practices should have an *OpenAthens* account which facilitates free access for staff . |
| **Level 3** | GPs and Clinical Staff |  | Level 3 training requires 8 hours of training in the first year /an ability to demonstrate relevant knowledge skills and competence have already been acquired during previous training.  Thereafter 8 hours of refresher training is required over 3 years.  Training should include a mix of e-learning ( not more than 50%), case-based discussion, personal reflection and organisational meetings.  Training should include the following topics; MCA/DOLS, WRAP3 PREVENT, self-neglect, modern slavery, DVA, FGM  This can be achieved through attendance at   * training from CCG which includes scenario based discussions * Level 3 topic based safeguarding training events eg self neglect, modern slavery * IRIS training * WRAP3 Prevent training:   <https://portal.elfh.org.uk/Component/Details/511790>   * Case discussion/personal reflection eg in MDT. * Participation in Domestic Homicide Reviews (DHR) or Safeguarding Adult Reviews (SAR) and their learning events.   MCA e learning is at: <https://www.scie.org.uk/e-learning/mca>  Modern Slavery e Learning is at:  <https://www.gov.uk/government/publications/modern-slavery-training-resource-page/modern-slavery-training-resource-page>  FGM e Learning: <http://www.e-lfh.org.uk/programmes/female-genital-mutilation/how-to-access/>  **At the Royal Free**    Please contact [elena.hahn@nhs.net](mailto:elena.hahn@nhs.net) to book this or for future dates. |

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| **Annual update** | All practice staff |  | Practice Adult Safeguarding Lead to provide verbal/written update to all staff |
|  |  |  | Resources will be provided by CCG eg via Primary care news or newsletter from Named GP Adult Safeguarding |