**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, FGMThis 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 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 |