

Keeping Adults Safe Training Programmes



Keeping Adults Safe training is aimed at anyone working or volunteering in organisations that provide services or activities for adults.

Keeping Adults Safe Module 1 : An introduction

3
HOURS

Suitable for **staff/volunteers who have limited and/or indirect contact** with adults (e.g. cleaner, receptionist), it covers:

- legal and policy context
- values and principles
- key definitions
- categories of abuse and possible indicators
- procedures for reporting concerns
- code of behaviour for staff/volunteers.

Module 1 stands alone but it is recommended that those working more directly and frequently with adults should consider any of the additional modules.

Keeping Adults Safe Module 2 : Training for Staff and Volunteers

6
HOURS

Suitable for **staff/volunteers who have regular and/or direct contact** with adults (e.g. carer, support worker, coach, activity leader/supervisor), **it covers Module 1 content PLUS:**

- planning and managing activities
- risk management
- confidentiality issues
- creating a safe person-centred environment.

Keeping Adults Safe Module 3 : Recruitment, Selection and Management

6
HOURS

Suitable for **those in management** within groups/organisations that provide services or activities for adults, **it covers Module 1 content PLUS:**

- recruitment, selection and management of staff/volunteers
- confidentiality issues and breach of code of behaviour
- dealing with allegations against staff/volunteers

Keeping Adults Safe Module 4 : Policy Development

3
HOURS

Suitable for **individuals with responsibility for developing and/or reviewing adult safeguarding policy and procedures**, it covers:

- the 8 standards of best practice for adult safeguarding
- a guide to developing an adult safeguarding policy
- procedures to support an adult safeguarding policy

While not essential, having prior knowledge of safeguarding adults is beneficial e.g. attendance at Modules 1 & 2.

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Keeping Adults Safe

Module 5 : Adult Safeguarding Champion and Appointed Person Training

6
HOURS

Suitable for **Adult Safeguarding Champions and Appointed Persons**. All participants must have completed training on adult safeguarding prior to attending this course e.g. Module 2 or 3. It covers:

- role and responsibilities of an Adult Safeguarding Champion/Appointed Person
- adult safeguarding structure for NI
- determining the correct course of action in relation to safeguarding issues
- consent, capacity and coercion
- organisational and Health and Social Care Trust responsibilities
- Monitoring and reporting duties of an Adult Safeguarding Champion.

Online courses

Volunteer Now has developed some short online courses, including **See Something, Say Something** and **Adult Safeguarding Champion: Meeting the Requirements**. Find out more on our website.

Refresher courses available!

Good practice suggests that training is renewed every three years. We can do a refresher for those who have already completed a full course at the appropriate level.

Make sure your staff and volunteers are up to date with practice and confident to keep adults safe.

Tailored options

If you have 8 or more staff/volunteers we will come to you and tailor the training to your own safeguarding policy and environment. Contact us for costs at training@volunteernow.co.uk

Standards and Guidance

Keeping Adults Safe: A Shared Responsibility, Keeping Children Safe: Our Duty to Care and **Safeguarding Children and Adults at Risk: Policy Standards** are available on the publications page at www.volunteernow.co.uk

For more information or to book, contact **Volunteer Now**

W: www.volunteernow.co.uk T: **028 9023 2020**

Keeping Adults Safe

Module 6 : Mental Capacity Roadshow

2
HOURS

Suitable for **practitioners and managers** in groups/organisations that provide services or activities for adults, it covers:

- key facts and misconceptions about mental capacity and consent
- interface of these concepts with the regional adult safeguarding policy and procedures
- impact on practice of the Mental Capacity Act (Northern Ireland) 2016.

Our training

- meets the Department of Health endorsed minimum standards for adult safeguarding
- meets the requirements set out in the Northern Ireland Adult Safeguarding Partnership Training and Development Strategy
- is participative and includes presentation, groupwork and scenarios
- is delivered by Volunteer Now accredited Keeping Safe trainers
- is certificated.

Keeping Adults Safe Training is developed by Volunteer Now. The Keeping Adults Safe logo is a registered trademark of Volunteer Now.

Do you work with children and young people?

Contact Volunteer Now to find out more about the Keeping Children Safe suite of modules.

Do you work with both children/young people and adults?

Ask Volunteer Now about Keeping Children and Adults Safe modules.