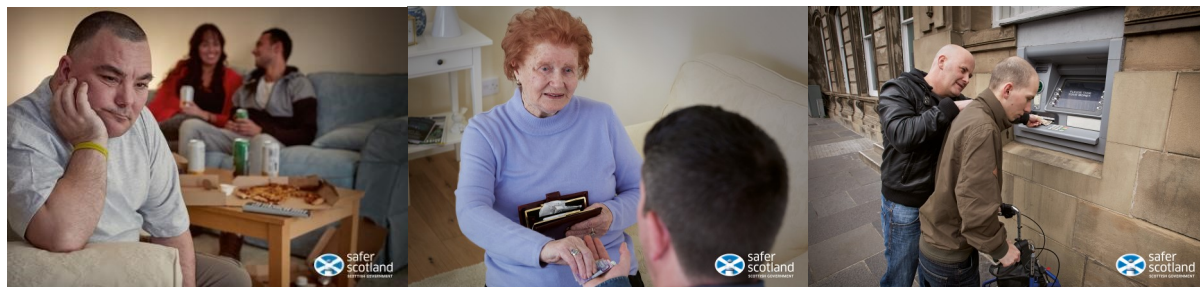


Fife Adult Support & Protection

www.fife.gov.uk/adultprotection



Fife Adult Support & Protection Training Programme

**March 2020
to April 2021**

(for Fife Council and NHS Fife)



How to apply:

Fife Council employees should apply through the Corporate Learning Management System (CLMS) to ensure that your Continuous Professional Development record is maintained. The required CLMS number is detailed next to the course title on the following pages.

NHS employees: Use the online [Adult Protection Training Application Form](#).

For further information call Nicola Buchanan 03451 555 555 Ext 490074 or email: aspc.training@fife.gov.uk.

All applications will be confirmed by e-mail via the Corporate Learning Management System.

The Adult Support and Protection Committee continues to deliver adult protection training free of charge.

However, if you have to cancel a place on a course call Nicola Buchanan 03451 555 555 Ext 490074 or email aspc.training@fife.gov.uk as soon as possible, giving at least 3 working days notice, otherwise a charge may apply.

ADULT PROTECTION E-LEARNING:

The Adult Protection e-learning module is available to all and gives an overview of Adult Protection. It should take around an hour to complete. Visit: <http://socialwork.fife.gov.uk> and click on either of the blue sections: 'Do you belong to a Fife Council Partner Organisation' or 'Are you a Fife Council employee' to start.



Effective Working Together (CLMS SW 1869)

A one day course from 9.30am – 4.30pm in the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Learning Outcomes

On completion of this course participants will:

- Be aware of the legislation surrounding Adult Support and Protection, including the Adult Support and Protection (Scotland) Act 2007, Mental Health (Care and Treatment) (Scotland) Act 2003 and Adults with Incapacity (Scotland) Act 2000
- Be familiar with Fife Inter-Agency Adult Support and Protection Guidance, know what harm is and be able to identify the indicators of harm
- Understand the requirement to share information to protect adults at risk of harm
- Understand individual and multi-agency responsibilities in Adult Support and Protection and the legal duty to co-operate under the Adult Support and Protection (Scotland) Act 2007
- Understand good practice in recording and defensible decision-making

Target Participants

Course attendees will have previously undertaken some single agency training and should be in a role that involves multi-agency working.

Course Enforced Pre-requisites:

You must have completed your own Service Adult Protection training **OR** the ASPC Adult Support and Protection e-learning Module.

Available Dates 2020

21 April
12 May
16 June
25 August
15 September
6 October
3 November
1 December

Available Dates 2021

12 January
9 February
9 March
30 March

All dates are in Classroom 1 except 11 August which is in Classroom 4.

Harm in Care Settings (CLMS SW 4951)

A one day course from 9.30am – 4.30pm in the School of Nursing and Health Sciences, Forth Avenue, Kirkcaldy KY2 5YS.

Learning Outcomes

On completion of this course participants will:

- Have developed an understanding of resources available to implement, monitor and maintain high standards of care in care home settings
- Have explored the complexities and dilemmas protection issues present
- Have considered the legislation, guidance and procedures which support good practice
- Be aware of new legislation: Ill Treatment and Wilful Neglect will be considered along with the Duty of Candour

The course uses materials derived from research undertaken at the University of Hull known as the Marsland indicators which are one method of identifying possible harm and putting in place prevention strategies.

Target Participants

Course attendees should be Managers and Depute Managers of Care Homes and Council Contract Monitoring Officers.

Course Enforced Pre-requisites:

You must have completed your own Service Adult Protection training **OR** the ASPC Adult Protection e-learning Module.

Available Dates 2020

28 April	Classroom 1
1 September	Classroom 4
27 October	Classroom 4
8 December	Classroom 4

2021

16 February	Classroom 4
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Harm in the Home (CLMS SW 4953)

A one day course from 9.30am – 4.30pm in the School of Nursing and Health Sciences, Forth Avenue, Kirkcaldy KY2 5YS.

Learning Outcomes

On completion of this course participants will:

- Have developed an understanding of resources available to implement, monitor and maintain high standards of care in a care at home service
- Have explored the complexities and dilemmas protection issues present
- Considered the legislation, guidance and procedures which support good practice
- Have awareness of new legislation: Ill Treatment and Wilful Neglect will be considered along with the Duty of Candour

Target Participants

Course attendees should be Managers and Depute Managers of Care at Home and Housing Support services, Contract Monitoring Officers and relevant Social Work Managers.

Course Enforced Pre-requisites:

You must have completed your own Service Adult Protection training **OR** the ASPC Adult Protection e-learning Module.

Available Dates 2020

9 June
22 September
10 November

2021

19 January
16 March

All dates are in Classroom 1.

Council Officer Training Adult Case Conference (CLMS SW 3362)

A half day course at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS from 1.15-4.15pm.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -
Regarding the Adult Case Conference:

- Understand when it is necessary
- Understand it's purpose
- Recognise good practice in engaging the adult
- Understand the importance of inter-agency contributions
- Understand decision making and action planning
- Understand the importance of follow-up and review
- Understand good practice in recording and defensible decision-making

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007
- **Course Enforced Pre-requisites:**
You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2020

24 August—Classroom 4
3 December—Classroom 1

Note: Staff may wish to note that Council Officer Module (Engagement, Advocacy and Support CLMS SW 3359) is being held in the morning on the above dates.

Council Officer Training Engagement, Advocacy and Support (CLMS SW 3359)

A half day course from 09.30–12.30 at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will:

- Understand the foundation principle of Service User Engagement
- Understand the essential role and importance of Advocacy in ensuring the adult's views are heard
- Understand and appreciate the central role of Communication Support in the engagement of the Adult at Risk of Harm
- Consider the related Recording and Defensible Decision Making Implications

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007
- **Course Enforced Pre-requisites:**
You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2020

24 August—Classroom 4

3 December—Classroom 1

Note: Staff may wish to note that Council Officer Module (Adult Support and Protection Adult Case Conference CLMS SW 3362) is being held in the afternoon on the above dates.

Council Officer Training Gateways to Adult Support & Protection (Three Point Test Revisited, IRD and Self-Harm) (CLMS SW 3360)

A full day course from 9.30am – 4.00pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -

- Understand the 3 point criteria as a gateway to support and protection
- Appreciate the differences and nuances of:
 - Harm and Serious Harm
 - Undue Pressure
- Understand the implications of self-harm/self-neglect in ASP
- Understand the components of the Inquiry Process, in particular the IRD
- Appreciate thresholds for a concern
- Understand good practice in recording and defensible decision-making

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007
- **Course Enforced Pre-requisites:**
You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2019

20 August—Classroom 1

Available Dates 2020

14 January—Classroom 1

Council Officer Training Investigative Interviewing & Protection Orders (CLMS SW 3246)

A full day course from 9.30am – 4.30pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -

- Have gained an understanding of the Adult Support and Protection (Scotland) Act 2007 in relation to practice
- Understand the Adult Support and Protection Investigative Process
- Be aware of the requirements in planning, undertaking and reporting the investigative interview
- Understand their responsibilities in the Council Officer/Supporting Officer role
- Understand good practice in recording and defensible decision-making.

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007
- **Course Enforced Pre-requisites:**
You must have completed the Inter-Agency Effective Working Together Training Course.

Available Dates 2020

28 September—Classroom 4
29 October—Classroom 1

Available Dates 2021

21 January—Classroom 1
11 March—Classroom 1

Council Officer Training Risk Identification, Assessment & Management (CLMS SW 3361)

A full day course from 9.30am – 4.30pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -

- Understand the Risk Framework in the context of ASP
 - Risk Identification
 - Risk Assessment and
 - Risk Management
- Appreciate the subtleties and complexities of Risk of Harm
- Appreciate the indicators of risk in support & care settings
- Reflect on learning
- Understand good practice in recording and defensible decision-making

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, NHS Fife and Police Scotland staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007
- **Course Enforced Pre-requisites:**
You must have completed the Inter-Agency Effective Working Together Training Course

Available Dates 2020 29 September—Classroom 1

Available Dates 2021 25 February—Classroom 1

Council Officer Training

The Foundations of ASP

(CLMS SW 3357)

A full day course from 9.30am – 4.30pm at the School of Nursing and Health Science, Forth Avenue, Kirkcaldy KY2 5YS.

Council Officer refers to a registered social worker with at least 12 months post qualifying experience (section 53(1), 2007 Act), appointed by Fife Social Work Service, and who has undertaken relevant training in adult support and protection. A Council Officer can conduct an investigation to establish if an adult is at risk of harm and to decide what measure/s should be put in place to provide protection.

Learning Outcomes

On completion of this course participants will -

- Understand the roles and responsibilities of the Council Officer and the Supporting Officer
- Understand the importance of Capacity and Consent in ASP
- Understand the legislative framework for supporting and protecting adults
- Understand the role of the Mental Welfare Commission, the Care Inspectorate and the Office of the Public Guardian
- Understand good practice in recording and defensible decision making

Target Participants

- Statutory Agencies—Health & Social Care, Local Authority, and NHS Fife staff who may fulfil a Council Officer and/or Supporting Officer Role or working towards either, in relation to Section 7 of ASPA 2007.
- **Course Enforced Pre-requisites:**
You must have completed the Inter-Agency Effective Working Together Training Course.

Available Dates 2020

24 September—Classroom 1

12 November—Classroom 1

CHILD SEXUAL EXPLOITATION TRAINING

Fife ASPC and CPC recognise that young people aged 16+ may be at risk from sexual exploitation. Everyone working with young adults requires an understanding of child sexual exploitation legislation and guidance. Fife Council employees should apply for this training through Corporate Learning Management System (CLMS)
NHS Fife employees—for more information:

- Visit: www.fifechildprotection.org.uk
- Go to 'Inter-Agency Child Protection Training
- Go to 'CSE'.

Fife Adult Support & Protection

www.fife.gov.uk/adultprotection



**Adult Protection
Phone Line**

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