

# **SAFEGUARDING ADULTS AT RISK**

## **A COMPETENCY FRAMEWORK FOR STAFF WORKING WITH ADULTS AT RISK IN BRIGHTON & HOVE**

### **Acknowledgements**

Thanks to

Bristol City Council  
East Sussex County Council



A Word version of this document is available by request from [kevin.murphy@brighton-hove.gov.uk](mailto:kevin.murphy@brighton-hove.gov.uk)

## Introduction from the Safeguarding Adults Board

This competency framework for safeguarding adults at risk has been produced on behalf of the Brighton & Hove Multi-Agency Safeguarding Adults Board by the Training Strategy Sub Group in conjunction with colleagues from East and West Sussex. In 2005 the Association of Directors of Adult Social Services produced *Safeguarding Adults*. This made a number of recommendations for adult protection work, and included the following recommendation:

“5.11 Each organisation has established ‘Safeguarding Adults’ competencies for each staff role and enable staff to have successive levels of training in line with their personal and professional development. Where appropriate this training is mandatory.”

**Everyone who supports adults at risk should be clear about their responsibilities in relation to safeguarding.** We hope that this competency framework will help all staff to be clear on their responsibilities.

The Board has asked all members to respond to the framework, and the recommendations from *Safeguarding Adults*. The framework has been distributed to adult social care staff and unions for consultation, and the feedback from this has been shared with the people who participated in the consultation. As safeguarding is core to the work of Adult Social Care the Board expects each member of staff, in conjunction with their manager to use the framework as a record of competency. There is a Managers’ Guide which will help you in this.

The Board asks all staff who work with adults at risk to be aware of their responsibilities in relation to safeguarding. We encourage managers of council services outside of Adult Social Care to consider the framework, and taking it forward in their area of service. If you would like to discuss implementing the framework in your area of service, please contact [Tim.Wilson@brighton-hove.gov.uk](mailto:Tim.Wilson@brighton-hove.gov.uk) (Development Manager), or [Michelle.Jenkins@brighton-hove.gov.uk](mailto:Michelle.Jenkins@brighton-hove.gov.uk) (Safeguarding Adults Manager).

Yours

Denise D’Souza  
(Chair person of Safeguarding Adults Board, March 2010)

## **Competency**

Competency is the combination of the skills, knowledge, and experience held by individual staff and how they utilise these qualities to inform their practice in a way that is commensurate with their occupational role and responsibilities.

To be competent you need to be able to interpret a situation in its context and to have a repertoire of possible actions to take, and have been trained in the possible actions in the repertoire, where this is relevant. Regardless of training, competence grows through experience and the abilities of an individual to learn and adapt.

## **Training and Updates**

**The Brighton & Hove Safeguarding Adults Training Strategy Sub Group recommends that staff, carers and volunteers either:**

- **Complete an annual check against the competencies and complete appropriate development activities as identified. We would advise that any competency assessments are fully recorded and filed, particularly for those organisations that are regulated**

**Or**

- **Complete update training at a level appropriate to the role every three years**

### Safeguarding Adults Competency Framework Summary Page

**Tip for Managers and Staff:** You may want to print off only the parts of the framework that are relevant to your role. Use this page to summarise the details of the record of competency, and keep a copy of this and the following record of supporting evidence as a record of your professional development.

<b>Name of staff member</b>	
<b>Team &amp; place of work</b>	
<b>Date of commencement of record of competency</b>	
<b>Manager's Name</b>	
<b>Team &amp; place of work</b>	
<b>Date competency for role evidenced</b>	
<b>Date(s) of competency reviews</b>	
<b>Manager's comments</b>	
<b>Manager's signature</b>	
<b>Staff member's comments</b>	
<b>Staff member's signature</b>	

## Adult Safeguarding - Competences for all staff

Staff at all levels, including volunteers will be able to:

Main Areas	Outcomes	Date assessed competent	Supporting evidence	Managers Signature	Links to National Occupational Standards	Links to Courses
<b>ALERTING</b>	1) Understand and apply the principles that underpin all safeguarding adults activity.					All courses
	2) Recognise evidence and indicators of possible abuse.					All courses
	3) Recognise factors that may increase the risk of abuse.					Basic awareness update & above
	4) Recognise an adult who may be at risk of abuse as defined by the local policy, including informal carers.					All courses
	5) Understand how to ensure the immediate safety of an adult at risk.					All courses
	6) Understand and use procedures to enable suspected harm or abuse to be reported					All courses

	7) Report and record concerns about suspected harm or abuse using appropriate systems					Basic Awareness & update
	8) Work in a manner that minimises the risk of adults at risk being abused					All courses
	9) Recognise the impact of related legislation to the safeguarding of adults at risk					All courses
	10) Understand “whistle blowing” policy and procedure and use it where necessary					Basic awareness & provider managers
	11) Understanding procedures for making a ‘Safeguarding Alert’					All courses
	12) Know where to report a ‘Safeguarding Alert’ at all times of day or night					All courses

## **Appendix 1**

### **Supporting Links and documents**

#### **Managers (including staff who may act as the senior staff on duty) and Senior Managers Competency Framework**

##### **Public Interest and Disclosure Act 1998 (“Whistleblowing”)**

Link to the “whistle blowing” policy at:

<http://wave.brighton-hove.gov.uk/LGCSDocumentLibrary/Human%20resources/Administering%20employees/Grievances/Whistleblowing%20Policy.doc>

##### **GSCC Codes of Conduct**

##### **NMC Codes of Conduct**

##### **Policy and legislation**

- No secrets (D of H 2000)
- Sussex multi-agency policy and procedures for safeguarding vulnerable adults (June 2007)
- Professional Codes of Conduct (e.g. GSCC)
- NHS and Community Care Act 1990
- Data Protection Act 1998
- Human Rights Act 1998
- Care Standards Act 2000
- National Minimum Standards
- POVA list/Independent Safeguarding Authority
- National Service Frameworks
- Mental Capacity Act 2005 and Codes of Practice
- Deprivation of Liberty safeguards
- Safeguarding Vulnerable Adults Groups Act 2006
- Criminal Procedures and Investigation Act 1996
- Public Interest Disclosure Act 1998
- Crime and Disorder Act 1998
- Youth Justice and Criminal Evidence Act 1999