



B&NES Local Safeguarding Adults Board

Competency Framework for Safeguarding Adults

This Competency Framework sets out the minimal requirements for each level of training and the competencies which those attending training should be able to meet (this is adapted from the National Competency Framework for Safeguarding Adults endorsed by Skills for Care / SCIE / Learn to Care).

Please note that this was approved by the LSAB in September 2015 and now needs to be considered with reference to the 'Safeguarding Adults: Roles and Competences for Health Care Staff. Intercollegiate Document'

Level 1 Training (Awareness) for All Staff

Competency	Detail (relevant to role)
1. Understands what Safeguarding is and their role in Safeguarding Adults	<ul style="list-style-type: none"> ▪ Shows a clear understanding of their role in identifying and reporting concerns regarding adults at risk of abuse or neglect ▪ Understands the main types of abuse and the contexts in which they can occur ▪ Shows an understanding of their organisation's policy and procedures ▪ Treats any concerns seriously ▪ Understands the limits to confidentiality in relation to consent and information sharing ▪ Understands the importance of accurate recording
2. Recognises an adult potentially in need of Safeguarding and takes appropriate action	<ul style="list-style-type: none"> ▪ Shows a clear understanding of the meaning of 'adult at risk' as defined in relevant policy guidance ▪ Shows understanding of the terms 'abuse and neglect' ▪ Knows how to recognise indicators / signs of abuse or neglect ▪ Demonstrates an understanding of the factors that might increase the risk of abuse ▪ Able to report concerns to a manager or another appropriate person ▪ Knows how to contact emergency services if the individual is in immediate danger (relevant to role/organisation) ▪ Understands the links between Safeguarding Adults and Safeguarding Children
3. Understands the procedures for raising a 'Safeguarding Concern'	<ul style="list-style-type: none"> ▪ Shows an understanding of what their employer's Safeguarding Adults policy and procedures are ▪ Knows how to ensure the individual is safe ▪ Knows who they should contact ▪ Knows how to make a referral / raise a concern ▪ Works in a 'preventative' manner that seeks to reduce the risk of abuse

Level 2 Training for All Front-line Staff

Level 2 training should cover **all of the competencies in Level 1 (above) plus all of the following:**

Competency	Detail (relevant to role)
4. Understands the importance of dignity and respect when working with adults	<ul style="list-style-type: none"> ▪ Values individuality and practises in a non-judgemental way ▪ Recognises the individual's rights to exercise freedom of choice ▪ Adopts a person-centred approach ▪ Recognises the individual's right to live in an abuse free environment ▪ Is aware of how the worker's values and attitudes influence their understanding of the situation ▪ Listens to individuals and allow individuals time to communicate their views and wishes ▪ Understands the key principles of Human Rights, the Mental Capacity Act 2005 / Deprivation of Liberty Safeguards, <i>Making Safeguarding Personal</i> and the 'Dignity' agenda
5. Has appropriate knowledge of policies, procedures and legislation that support Safeguarding Adults activity	<ul style="list-style-type: none"> ▪ Able to demonstrate knowledge of national and local policies / legislation that support Safeguarding – eg the Care Act 2014; the Human Rights Act; care standards for registered services; the agency's policy and procedures ▪ Understands how to 'whistle-blow' (using relevant policies and procedures) and when this is appropriate
6. Has an understanding of the key principles of the Mental Capacity Act 2005 and how this relates to Safeguarding Adults	<ul style="list-style-type: none"> ▪ Demonstrates knowledge of national and local policies / legislation that support Safeguarding activity e.g. the Care Act 2014, the Mental Capacity Act, Deprivation of Liberty Safeguards etc
7. Understands the <i>Prevent</i> counter-terrorism strategy and its relevance to Safeguarding Adults	<ul style="list-style-type: none"> ▪ Knows what the aims of the <i>Prevent</i> programme are ▪ Able to recognise possible signs of those at risk from radicalisation and knows what action to take ▪ Knows who is the organisation's Prevent Lead & understands organisation's Prevent policy

Level 3 Training for Responders / Specialist Staff

Level 3 training should cover **all of the competencies in Levels 1 and 2 (above) plus the following:**

Professional Competency	Detail (relevant to role)
<p>8. Demonstrates skills and knowledge to contribute effectively to the Safeguarding process</p>	<ul style="list-style-type: none"> ▪ Understands the importance of prevention and early intervention ▪ Understands the importance of sharing information appropriately and engaging all relevant partners ▪ Knows how to: <ul style="list-style-type: none"> - Work to local and national guidance in Safeguarding within an appropriate legal policy and professional context - Respond to alerts/referrals in a timely manner - Identify and respond effectively to factors increasing vulnerability to abuse - Undertake effective risk assessment and management - Access and use effectively a range of community safety processes - Develop effective risk/safeguarding plans - Ensure the person’s mental capacity is considered - Ensure that safeguarding activity is appropriate and proportionate - Access all relevant legal powers and remedies - Respond appropriately to adults at risk who cause harm - Implement effective strategies to manage self-neglect - Respond appropriately to concerns about human trafficking and modern slavery - Respond appropriately to concerns about “honour based” violence / forced marriage / FGM - Access support for recovery from abuse/neglect - Undertake contemporaneous record keeping - Consult with line management and be accountable - Feed back to those making referrals on the status of the case as appropriate - Identify and reduce potential and actual risks after disclosure or an allegation has been made - Practise effective multi-agency partnership e.g. convene a strategy meeting - Adhere to timescales - Evidence gathering and interview skills - Contribute effectively to investigations/meetings/information sharing - Develop protective strategies for those who decline a Safeguarding intervention

Professional Competency	Detail (relevant to role)
9. Shows awareness of and can apply a range of local and national policy and procedural frameworks when undertaking Safeguarding activity	<ul style="list-style-type: none"> ▪ Able to: <ul style="list-style-type: none"> - Show a critical understanding of the levels, thresholds or pathways of investigating in response to a 'Safeguarding referral' and the requirements of gathering initial information - Describe the purpose of a strategy meeting/discussion and how to contribute to this and any subsequent investigation report and plan - Describe the purpose of a Safeguarding planning meeting, and how to contribute to this and any subsequent protection plan - Use appropriate forms and recording systems ▪ Knows what legislation / policy inform a specific piece of work and why ▪ Able to: <ul style="list-style-type: none"> - Use alternative policy and legislation to support preventative strategies e.g. carer support and community safety processes - Challenge organisational cultures that may lead to poor practice in Safeguarding
10. Understands when to use emergency systems to safeguard adults	<p>Knows how to:</p> <ul style="list-style-type: none"> ▪ Make appropriate use of 'out of hours' services ▪ Describe when emergency protection plans may be required. ▪ Use legislation where immediate action may be required e.g. Section 4 of the Mental Health Act 1983 or urgent authorisation under Deprivation of Liberty Safeguards.
11. Maintains accurate, complete and up-to-date records	<ul style="list-style-type: none"> ▪ Able to provide (as appropriate) evidence of: <ul style="list-style-type: none"> - Protection planning - Collation and monitoring of 'Safeguarding Alerts' within their service through observation and discussion - Report writing - Information sharing - Multi-agency partnership working - Risk assessments and management plans - Contemporaneous case recordings - Accurate recording ▪ Shows clear understanding of issues of confidentiality and data protection ▪ Shows evidence gathering and interview skills

Professional Competency	Detail (relevant to role)
<p>12. Ensures service users/carers are supported appropriately to understand Safeguarding issues to maximise their decision making</p>	<ul style="list-style-type: none"> ▪ Shows understanding of how abuse may affect individuals' decision-making processes e.g. domestic violence ▪ Knows how to: <ul style="list-style-type: none"> - Work with service users to ensure they are fully aware of all options available to them and also of the preventative measures that they may be able to put in place to protect themselves from abuse, e.g. Lasting Powers of Attorney and/or police involvement - Recognise service users' rights to freedom of choice - Provide information on local and national groups that may be able to provide support e.g. victim support, Independent Mental Capacity Advocacy (IMCA) service and/or local carers group - Provide written and verbal information on local Safeguarding Adult processes and how they can be accessed by service users and carers ▪ Has knowledge of resilience factors and how these can be relevant to Safeguarding ▪ Understands how policy / legislation can have the potential to be used oppressively (e.g. the possibility of Best Interest Decisions conflicting with Human Rights) ▪ Can describe the potential impact of abuse on adults at risk, staff or individuals who are alleged to have committed abuse and the informal carer who may have raised the alarm ▪ Recognises that those responsible for abuse may be at risk themselves and require support ▪ Able to actively engage with individuals who decline services and/or engage the support of others to achieve this ▪ Able to access appropriate advocacy support for service users
<p>13. Understands how best evidence is achieved</p>	<p>As appropriate to role:</p> <ul style="list-style-type: none"> ▪ Able to demonstrate knowledge of good practice in gathering, evaluating and preserving evidence ▪ Able to describe why it is important to preserve evidence. ▪ Able to provide credible testimony in court

Professional Competency	Detail (relevant to role)
14. Demonstrates required level of skills and knowledge to undertake a Safeguarding Adults investigation	<ul style="list-style-type: none"> ▪ Able to show a thorough knowledge and application of the purpose, duties, tasks involved in Safeguarding investigations (i.e. making s.42 enquiries) ▪ Able to plan and carry out an agreed strategy to protect an adult from abuse during and following an investigation ▪ Understands the different roles and responsibilities of the various agencies involved in investigating allegations of abuse ▪ Able to participate in the development of effective risk/safeguarding plans ▪ Understands the principles of defensible decision making ▪ Has good Interpersonal skills and confident in having 'difficult conversations' with service users, carers and those alleged to be responsible for abuse or neglect