

# Fife Adult Support & Protection

[www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)



## Fife Adult Support & Protection Training Programme

March 2019  
to April 2020

(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:** apply online:

- Visit [www.fifedirect.org.uk](http://www.fifedirect.org.uk)
- Click on 'Do It Online' (top blue toolbar).
- Click on 'Apply for it' then 'Adult Protection Training Application Form'

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

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

Details of how to access Adult Protection e-learning are available on the 'E-learning' page at: [www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)

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](mailto:aspc.training@fife.gov.uk). as soon as possible, giving at least 3 working days notice, otherwise a charge may apply.



## 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 2019

12 March  
23 April  
7 May  
18 June  
27 August  
17 September  
22 October  
5 November  
3 December

### Available Dates 2020

14 January  
11 February  
10 March

## **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 2019**

6 June

5 December

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 2019**

6 June

5 December

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**

29 August

### **Available Dates 2020**

16 January

## **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 2019**

25 April  
24 October

### **Available Dates 2020**

12 March



## **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 2019** 26 September

**Available Dates 2020** 27 February



# 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 2019

2 May

14 November

# 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](http://www.fifechildprotection.org.uk)
- Go to 'Inter-Agency Child Protection Training
- Go to 'CSE'.

## 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 2018

22 February  
26 March  
14 May  
24 September  
12 November

### 2020

21 January  
17 March

## 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 2019

19 March  
30 April  
25 June  
29 October  
10 December

### 2020


18 February

# E-Learning

Adult Support and Protection e-learning is a free learning module available to everyone. All you need is a computer with internet access. The module can be accessed 24 /7 making it flexible to fit around your busy schedule.

## How to access E-Learning

### Fife Council (non H&SC) employees

- Visit FISH (Fife Council intranet)
- Go to 'Quick Links' at bottom of FISH Homepage
- Go to the 'Employee' section and click on 'E-learning'
- Click 'Login to the courses'. Your 'User ID' is the first 6 digits of your payroll. The password is 'fife'. (You will be asked to change your password later).
- Click on: Health & Social Care/Adult Protection/Enrol me/  Adult Protection

**NOTE:** You will be able to 'bookmark' your place on the course and return at a later date, if you are unable to complete the course in one session.


### NHS Fife employees

- NHS Fife employees access the 'Fife: Adult Protection' e-Learning on LearnPro.
- LearnPro is accessed from 'Quicklinks' on the NHS Fife Intranet and the e-Learning can be found within the CPD tab.
- NHS Fife employees accessing LearnPro from outwith NHS Fife require to use this website:- [nhs.learnprouk.com](http://nhs.learnprouk.com)


For advice and support contact Jackie Ballantyne, Learning Centre Administrator  
[jackie.ballantyne@nhs.net](mailto:jackie.ballantyne@nhs.net) or telephone extension 28795

**NOTE:** You will be able to 'bookmark' your place on the course and return at a later date, if you are unable to complete the course in one session.

### Fife Council Health & Social Care Directorate employees

- Visit: <http://socialwork.fife.gov.uk/>
- Click on: Multi-Agency Resources/Adult Protection/'Yes' to the Site Policy Agreement
- Click on E-learning Module
- Click on '[this version](#)' or  Adult Protection elearning

**NOTE:** First time users from H&SC should "Log-in" to create a new account before starting the course. Workforce Development will add this course to your CPD Training Record on completion. You will be able to 'bookmark' your place on the course and return at a later date, if you are unable to complete the course in one session.

Other organisations: Click  You will have 'guest access'. You can screenshot or print off final report page as proof of course completion.

For further instructions click  [How to print course completion form - Quick Guide](#)

# Fife Adult Support & Protection

[www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)



## Adult Protection Phone Line

**01383 602200**