Safeguarding Adults, Mental Capacity Act and Deprivations of Liberty Safeguards

Training Programme

April 2017 to March 2018
Welcome to the Training Directory for Safeguarding Adults, Mental Capacity Act and Deprivation of Liberty Safeguards Training

Applying for a Course

To apply for a course please complete an application form. These can be found on the website or contact a Training Administrator:

Website: www.cambridgeshire.gov.uk/safeguardingmca
Tel No: 01223 703538 or 01223 699307
Email: adultsafeguardingtraining@cambridgeshire.gov.uk

When a completed application form has been returned, you will receive written confirmation of your booking approximately 4-6 weeks prior to the commencement of the course.

Course Costs

Our Policy

Cambridgeshire’s Safeguarding Adults and Mental Capacity Act Training Teams provide a wide range of training courses to Adult Social Care staff from Cambridgeshire County Council, key partner statutory organisations, and independent and voluntary organisations. From the 1st April 2017 the following charging structure will apply, which is outlined below.

A charge per person applies to:

- Voluntary, Charitable and Independent Health and Social Care Organisations*
- Housing Sector, (inclusive of Registered Social Landlords and housing related Support Services)
- Local Government Agencies, (for example, District Councils)
- Education Sector
- All other private sector providers

Charges:

£25 for half day
£50 per person for 1 day course
£100 per person for 2 day course
£400 Bespoke Training per day

*Reduced rates apply for some local charity/voluntary organisations, details provided on request.
Courses are free of charge to employees of our partner statutory organisations, which include (list not exhaustive), and unpaid workers:

- Cambridgeshire County Council (CCC)
- Cambridgeshire Community Services NHS Trust (CCS)
- Cambridgeshire and Peterborough NHS Foundation Trust Staff (CPFT)
- Cambridgeshire & Peterborough Clinical Commissioning Group (CCG)
- Local Commissioning Groups (LCG’s)
- Cambridgeshire University Hospitals (CUH)
- Papworth Hospital
- Hinchingbrooke Hospital
- Cambridgeshire Fire & Rescue Service
- Cambridgeshire Constabulary
- All other statutory services that fall under these groups, and/or are Safeguarding Adults Board (SAB) members
- Unpaid Carers, Personal Assistants and unpaid volunteers

A charge may be made to cover the cost of an alternative venue, if a different venue is requested from those specified in this training programme.

Charges for courses, and the availability of free courses, will be reviewed during 2017/2018. Course delegates will be informed of any changes at the time of booking training.

**Cancellation Charges**

If you are unable to attend the training course, you should let us know by sending an email to adultsafeguardingtraining@cambridgeshire.gov.uk at the earliest opportunity so that we are able to offer your place to another delegate.

Cancellation charges will apply to any applicant who does not attend a training event for which a confirmed place has been allocated to them. It applies to all Statutory, Independent and Voluntary Organisations.

Cancellations received **10 working days** before the start of the course will incur **no charge**.

Cancellations received **less than 10 working days** before the start of the course will incur a charge of **£100** (£50 for half-day courses)

Organisations may avoid cancellation charges if an alternative delegate can attend providing this delegate meets any pre-course requirements, and a full completed application form is received by the Training Team prior to commencement of the training event.
Please note, delegates who have not completed an application form and have therefore not confirmed their booking will not be able to access the training session.

We reserve the right to cancel a course, giving 24 hours' notice where possible if events arise which make the facilitation of the course impractical. In these circumstances, we will endeavour to offer alternative arrangements.

- Please be aware the Safeguarding Adults Team may decide not to train any staff member who attends our training directly following a night duty shift.

**Refreshment Breaks**

All courses have scheduled breaks. Refreshments will be available but lunch is not provided.

Please be aware it is not always possible to buy food on or off the training venue premises. We recommend that you bring your lunch with you on the day.

**For Further Information**

For further details on course content or to book a place please contact:

Cambridgeshire Safeguarding Adults, Mental Capacity Act and Deprivation Of Liberty Safeguards Training Team administrators on:

Tel No: 01223 603538 or 01223 699307

Email: adultsafeguardingtraining@cambridgeshire.gov.uk
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Safeguarding Adults Training

The following pages provide information on training in Safeguarding Adults.
Safeguarding adults from abuse is everyone’s business.

The training courses provided by the Safeguarding Adults Training Team listed below aim to enable all individuals who are either employed in the Health and/or Social Care services or offer support in a paid or unpaid capacity to access the appropriate level of safeguarding adults training, and training based on specific themes.

The training is compliant with the Care Act 2014, (DoH Care and Support Statutory Guidance issued under the Care Act 2014), and Cambridgeshire County Council’s Safeguarding Adults Policy, Guidance and Procedures where relevant.

All courses promote individual ‘wellbeing’, as required in the Care Act 2014 and endorse the ‘making safeguarding personal’ approach as described in chapter 14 of the DoH Care and Support Statutory Guidance.

Safeguarding Adults training in Cambridgeshire is supported by the Cambridgeshire Safeguarding Adults Board which brings together representatives of the main agencies in the statutory, voluntary and independent sector, responsible for working with and providing services for adults at risk of abuse or neglect.
From 1st April 2015, Sections 42-46 of the Care Act 2014 replaced the No Secrets 2000 guidance. The Care Act defines safeguarding as ‘protecting an adult’s life to live in safety, free from abuse and neglect’. The Act defines a ‘wellbeing principle’ and that the local authority must promote wellbeing whilst carrying out any of their care and support functions. The Act states: ‘Making safeguarding personal means it should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. This includes all adult safeguarding work.

Course Aim

To introduce staff to the basic principles of safeguarding adults at risk of abuse or neglect, the concept of wellbeing, the safeguarding principles and initial considerations for making safeguarding personal.

Target Group

The training is aimed at anyone who may be involved with adults who have care and support needs, as defined by The Care Act 2014, and who are required to have an awareness of adults who may be at risk of abuse or neglect, the different forms of abuse and how to respond using the Making Safeguarding Personal approach.

The course is also appropriate for staff who have already attended Safeguarding Adults training and who need to update their knowledge.

Learning Objectives

By the end of this course participants will be able to:

- Recognise adults who may be at risk
- Recognise possible adult abuse
- Respond appropriately – making safeguarding personal
- Report concerns about an adult
- Record concerns that have been seen.
This training may provide evidence of underpinning knowledge for people working towards ‘The Care Certificate Standard 10: Safeguarding Adults’.

**Dates for April 2017 – March 2018**

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<th>CPDC, TRUMPINGTON</th>
<th>STANTON HOUSE, HUNTINGDON</th>
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Each course is a half-day session and runs on every day listed above, either AM or PM:

- AM sessions run from 09.15 to 12.30
- PM sessions run from 13.15 to 16.30
The Care Act 2014 Statutory Guidance Chapter 14 recognises self-neglect as a type of abuse. It describes self-neglect as a wide range of behaviours; neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Where self-neglect persists the risks to the individual may increase and could have a significant impact on the person’s wellbeing. Such cases could benefit from a multi-agency response via the safeguarding process.

**Course Aim**

Through presentation, group discussions, reflections and case studies the course will explore different forms of self-neglect, how self-neglect may affect people in different ways and at various times in their lives. The course will focus on some of the complexities in situations where an adult may not engage with services, and identify challenges in delivering care and support. The course will explore how making safeguarding personal can be used to ensure the adult can be offered the best possible range of interventions and support. The second part of the day will focus mainly on aspects of hoarding.

**Target Group**

The training is aimed at anyone who may be involved with adults who have care and support needs, as defined by The Care Act 2014. Attendees will include: Social Workers, Nurses, other Allied Health Professionals, Housing & Homeless staff, Fire & Rescue, Police and Ambulance services. This list is not exhaustive as the course will be relevant to other services that operate in the community.

**Learning Objectives**

To provide practical approaches to responding to concerns of self-neglect through:

- Recognising the different components of self-neglect
- Recognising the indicators of self-neglect and who may be at risk
- Responding appropriately, fulfilling legal obligations
- Exploring well considered decision making
- Responding through making safeguarding personal when there are concerns of self-neglect
- Reporting concerns and recording decisions and actions
Prerequisite training requirements

Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, prior to attending this course.

Dates for April 2017 – March 2018

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Each course is a full day session and runs from: 9.15 – 16.30
Safeguarding Adults

Domestic Abuse

A two day course

Course Aim

To ensure that professionals have a clearer understanding of the circumstances in which adult safeguarding and domestic abuse overlap and know how to safely respond.

Target Group

The training is aimed at anyone who has attended the Making Safeguarding Personal course in the past year, and who may be involved with adults who have care and support needs, as defined by The Care Act 2014. Attendees will include: Social Workers, Adult Support Coordinators, Nurses, Allied Professionals, Housing staff, Police and ambulance services. This list is not exhaustive as the course may be relevant to other services.

Learning Objectives

- Look at the common myths and definition of domestic abuse within the safeguarding setting
- Discuss the dynamics and effects of abusive relationships and how professionals can unwittingly collude if not aware of these indicators
- Illustrate the importance of responding appropriately fulfilling legal obligations
- Review the MARAC process and how you can support your adult’s understanding of this process
- Reinforce the importance of documentation, record keeping and information sharing
- Illustrate the importance of safety planning and how to access additional support

Prerequisite training requirements

Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, as well as the e-learning module www.cambsdasv.org.uk/website/elearning_modules/92616 prior to attending this course.
Dates for April 2017 – March 2018

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Each course is a two day session and runs from: 9.15 – 16.30, Day 2 – 9.15 – 13.00

Delegates are expected to attend both days to complete the training.

**Links to the Domestic Abuse and Sexual Violence Strategy (2014-2018)**
This training is delivered in accordance with relevant NICE guidance (2014), and Cambridgeshire’s Domestic Abuse and Sexual Violence strategy (2014-18). The session is delivered at Level 2 of the Cambridgeshire Domestic Abuse Model of Staged Intervention. For professionals wishing to develop their practice into Levels 3 and 4, please visit [http://www.cambridgeshire.gov.uk/learntogether/social](http://www.cambridgeshire.gov.uk/learntogether/social) for the full range of relevant trainings.
The course will be split into two sections, the first part exploring aspects of modern slavery and the second discriminatory abuse, which can also be defined as hate crime.

**Course Aim**

Through presentation, group discussions, reflections and case studies the course will investigate the different forms of modern slavery and discriminatory abuse, who may be at risk and the significant impact each type of abuse can have on the safety and well-being of adults with care and support needs.

The course will focus on some of the complex situations where an adult with care and support needs may benefit from a multi-agency response via the safeguarding process. The course will explore how making safeguarding personal can be used to ensure the adult can be offered the best possible range of interventions and support.

**Target Group**

The training is aimed at anyone who may be involved with adults who have care and support needs, as defined by The Care Act 2014. Attendees will include: Social Workers, Adult Support Coordinators, Nurses, Allied Professionals, Housing & Homeless staff, Fire & Rescue, Police and Ambulance services. This list is not exhaustive as the course will be relevant to other services that operate in the community.

**Learning Objectives**

To provide practical approaches when responding to concerns of modern slavery and discriminatory abuse through:

- Recognising the different components of modern slavery and discriminatory abuse
- Recognising the indicators of modern slavery and discriminatory abuse in relation to adults with care and support needs
- Responding appropriately, fulfilling legal obligations and working with statutory agencies
- Exploring hate crime reporting, recording and the legal framework
- Exploring well considered decision making
- Respond through making safeguarding personal when there are concerns of modern slavery and discriminatory abuse
- Reporting concerns and recording decisions & actions

**Prerequisite training requirements**

Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, prior to attending this course.

**Dates for April 2017 – March 2018**

**Please contact the course administrators to express an interest for future dates.**

**Each course is a full day session and runs from:** 9.15 – 16.30
Course Aim

This course has been designed to provide an enhanced level of information on principles of Safeguarding Adults at Risk of abuse or neglect. The course will cover the importance of wellbeing for all individuals, risk assessment and management, professional duties and responsibilities, and practical aspects to make the safeguarding process a ‘personal’ experience for adults with care and support needs.

Target Group

This training is aimed at professionals who are responsible for assessing the needs of adults with care and support needs, and for assisting them to plan their support. Attendees will include Social Workers, Adult Support Coordinators, Nurses, Allied Professionals, Housing Professionals, and other professionals who take key responsibility for coordinating support for adults who are at risk of abuse or neglect.

Learning Objectives

- Recognise the need for a personal approach to supporting adults at risk,
- Develop an appreciation of how diverse life experiences of individual adults can be, and the importance of acknowledging individual abilities and values,
- Recognise different types of abuse, and the elements within each type,
- Respond proportionately – making safeguarding personal for individuals,
- Explore issues that relate to risk for individuals, autonomy, accountability and decision making in the safeguarding process with adults at risk, including the individuals mental capacity, and best interest decisions,
- Develop an awareness of the potential impact of own values when approaching risk assessments and decision making with an adult at risk.
- Identify ways to support and enable adults at risk to develop individual support plans,
- Identify different options of support, referring to the Making Safeguarding Personal Toolkit
- Reaching decisions jointly with individuals
Recording outcomes, and communicating and sharing of personal information,
Understanding the role of advocacy and how and when an advocate should be sought.

**Prerequisite training requirements**

Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, prior to attending this course.

**Dates for April 2017 – March 2018**

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Each course is a full day session and runs from: 9.15 – 16.30
Safeguarding Adults
Management Responsibilities for Safeguarding Adults

A two-day course

Course Aim

To enable managers and those in a supervisory role to be aware of their own responsibilities within local and national policies and guidance when managing cases of suspected adult abuse, using the multi disciplinary and Making Safeguarding Personal approach.

Target Group

This course has been developed specifically for organisations that provide care for adults with care and support needs, or who commission those care services. Attendees will include Managers (including deputies) and senior staff of the following services:
- Domiciliary,
- Residential,
- Day Services,
- Housing,
- Education,
- Local authority commissioners (i.e. procurement/contracts, or similar roles) of care services, for adults with care and support needs.

Learning Objectives

On completion of this course the participant will be able to:
- Discuss organisational features which can lead to abuse going undetected and unaddressed
- Identify the statutory framework for safeguarding adults and the associated legislation, guidance, policies and procedures
- Describe how a referral progresses through local procedures
- Critique the effectiveness of your reporting system and identify areas for development
- Describe how and when to use the Disclosure and Barring Service (DBS) and the process of referring of a worker to the DBS barred list
- Understand the importance of working with both disciplinary procedures and safeguarding adults procedures
Outline management responses to whistle-blowing and how to support staff who report suspected or actual poor practice and/or abuse

Understand the importance of defensible decision making within multi-agency adult safeguarding and other relevant policies and procedures

Understand the importance of risk management and risk assessment when managing adult safeguarding concerns

Outline the underlying principles of ‘Making Safeguarding Personal’, and, based on this model will be able to identify good management practice and preventative measures which can be put in place to promote the safeguarding and wellbeing of adults at risk from abuse

Prerequisite training requirements
Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, prior to attending this course.

Dates for April 2017 – March 2018

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Each course is a two day session and runs from: 9.15 – 16.30

Delegates are expected to attend both days to complete the training.
Course Aim

This course has been designed to provide an enhanced level of information on principles of safeguarding adults at risk, to enable statutory service managers to be aware of their own responsibilities within local and national policies and guidance when managing suspected adult abuse concerns.

The course will cover the importance of wellbeing for all individual adults, risk assessment and management, professional duties and responsibilities, and practical aspects, such as chairing safeguarding meetings. The course will build on the principle of making the safeguarding process a 'personal' experience for adults with care and support needs.

Target Group

This course has been developed specifically for managers from statutory services with a staff management role, including line management of Safeguarding Leads, who are required to oversee and manage safeguarding tasks provided by their service. Attendees will include:

Line Managers of Safeguarding Leads, Social Care Team Managers, Operational Managers, Area Managers, Senior Social Workers, Senior Ward Managers, Service Managers, and other related management roles within statutory services.

Prerequisite training requirements

Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, prior to attending this course.
Learning Objectives

- Legislation, guidance, policies and procedures for safeguarding adults,
- Types of abuse, and how to respond proportionately,
- The safeguarding referral process and time scales required when responding to a referral,
- The role of the MASH, and when the police lead on investigations,
- The need for a personal approach to supporting adults at risk – making safeguarding personal for individuals,
- Risk management and autonomy for adults during the safeguarding process, including consideration of their mental capacity, and when to make best interest decisions,
- Abilities to manage risk assessment and safeguarding activities carried out by Safeguarding Leads and other staff members,
- Respecting wishes, consent, and overriding consent requirements for sharing information,
- Support and safety planning and the Making Safeguarding Personal Toolkit,
- How to chair and lead the discussion in safeguarding meetings,
- Safeguarding forms 1434 and 388, how and when they are completed, and signing these forms off,
- How and where decisions and outcomes of interventions should be recorded,
- Management and service responses to whistle blowing and how to support employees who blow the whistle,
- How and when to use the Disclosure and Barring Service (DBS) and the process of referring an employee to the Barred list,
- Decision making within multi-agency safeguarding adults policies and procedures,
- The management of larger scale investigations and the role of responsible partners,
- Factors which may lead to abuse within organisations going undetected and unaddressed.

Dates for April 2017 – March 2018

Please contact the course administrators to express an interest for future dates.

Each course is a two day session and runs from: 9.15 – 16.30

Delegates are expected to attend both days to complete the training.
Course Aim

This course will enable staff to have an understanding of the issues relating to the investigative process and to adopt best practice, using the Care Act principles, the 'Making Safeguarding Personal' model and Achieving Best Evidence guidelines when making enquiries into adult safeguarding concerns.

Target Group

The training is aimed at professionals who are responsible for initially investigating safeguarding concerns and may, under the guidance of the Safeguarding Lead, need to be further involved in the S42 Enquiry. Professionals attending this training will need to have completed the Making Safeguarding Personal - Advanced (Level 2) course or the Management Responsibilities for Safeguarding Adults before attending this course as, in addition to above, they will be responsible for assessing the needs of adults with care and support needs, and for assisting them to plan their support. Attendees will include Social Workers, Care Managers, Nurses, Allied Professionals, and other professional who take key co-ordinating responsibility for supporting adults at risk.

Learning Objectives

- Identified what is best practice in Adult Safeguarding enquiries and investigations
- Developed their knowledge of the process of investigating possible abuse
- Developed their knowledge of the specific procedures, relevant legislation and the differing types of evidence related to investigation
- An understanding of the importance of risk assessment and documentation
- Identified their roles and responsibilities for self and others who may be involved in the investigation
- An awareness of the roles and responsibilities of the police in criminal investigations and how to work effectively with the police on adult safeguarding cases with a criminal aspect such as domestic abuse
- Developed their skills in interviewing in situations where abuse is a possibility
- Practiced interviewing techniques
**Prerequisite training requirements**
Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, in addition to Making Safeguarding Personal - Advanced course OR the Management Responsibilities for Safeguarding Adults prior to attending this course.

**Dates for April 2017 – March 2018**

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<tr>
<td>15 and 16 May 2017</td>
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<tr>
<td>4 and 5 September 2017</td>
<td>Young People Hall</td>
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<tr>
<td>16 and 17 January 2018</td>
<td>Stanton House</td>
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**Each course is a two day session and runs from:** 9.15 – 16.30
Delegates are expected to attend both days to complete the training.
Safeguarding Adults

Safeguarding Leads Training

CCC and CPFT Specialist Training

Under Development

Course Aim

This course will enable participants to understand how to oversee the coordination of responses to safeguarding concerns appropriately, and proportionately, with adults at risk of abuse or neglect – making safeguarding activities a personal experience for each individual.

Participants will gain an understanding of:

- national guidance regarding safeguarding, including the Care Act 2014, DoH Care Act 2014 Guidance, and new terminology and principles;
- the safeguarding adults at risk process, risk assessment and decision making with adults with care and support needs, partner organisations, and service providers;
- the role of a Lead in providing advice to practitioners who work with individuals where abuse or neglect is present or suspected;
- organising and chairing ‘Adults at Risk’ safeguarding meetings, and identification of actions required; and
- recording and sharing personal identifiable information appropriately and proportionately.

Target Group

This course has been specifically designed for professionals who will be taking responsibility for coordinating the response when safeguarding concerns are raised. Attendees will include Health and Social Care staff from statutory services only, such as senior social workers or nurses, who have been nominated to take on this role within their service.

Learning Objectives

- Recognise the need for a personal approach to supporting adults at risk,
- Recognise different types of abuse, and how to respond proportionately – making safeguarding personal for individuals,
- Explore issues that relate to risk, autonomy, accountability and decision making in the safeguarding process with adults at risk (including; Mental Capacity Act, Best Interests, Information Sharing),
- Define domestic abuse and describe the specific risk assessment process,
Understand approaches that may be used when there are concerns relating to honour based violence, forced marriage, modern slavery and hate crime,

Identify aspects to be considered when working with concerns of self-neglect.

Describe how a referral progresses through local procedures, including the role of the MASH,

Develop an understanding of the different focus from professional groups and the effectiveness of collaborative inter-professional working,

Gain knowledge of how the Safeguarding Adults at Risk policy and procedures interact with police and criminal procedures,

Understand the role of advocacy and how and when an advocate should be sought,

Understand how to plan an interview strategy in accordance with legalisation, policy and other guidance,

Identify how safeguarding adults at risk work can be embedded into practice,

Understand how and where to record decisions and outcomes of interventions,

Understand how to chair and lead the discussion in safeguarding meetings,

Understand the importance of linking HR and disciplinary procedures with safeguarding adults at risk procedures,

Have an understanding of the management of larger scale investigation and the role of responsible partners i.e. Cambridgeshire County Council access to resources/procurement team and service providers,

Identify good management practice and preventative measures which can be put in place to promote the wellbeing and protection of individual adults at risk

Prerequisite training requirements

Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training and MCA Advanced training prior to attending this course.

Dates for April 2017 – March 2018

Please contact the course administrators to express an interest for future dates.
Course Aim

This course will provide an understanding of how the role of minute taker for safeguarding meetings fits into the safeguarding adults’ process.

The course is specifically for statutory service employees who are required to coordinate the arrangements for safeguarding meetings, and attend and take the minutes of the meeting; and store and share the minutes appropriately.

Minute taking should not be completed by the person who is chairing the meeting, or by any person who is taking an active part in the meeting discussions and decisions reached in the meeting.

Minutes of meetings should provide a reflection of the meeting as a whole and accurately record what was discussed, the stated opinions of individuals in the meeting and refer to reports provided by others, and what the outcomes of the meeting are in terms of actions, roles and responsibilities.

Target Group

This course is for employees from statutory services (CCC, CPFT, NHS) who have a role to arrange, attend and take the minutes for safeguarding adults at risk meetings. Attendees will usually be employees in an administrative role within statutory services, but may also include staff members where it has been identified as an individual developmental need, or service requirement.
Learning Objectives

- Define briefly who ‘Adults at Risk’ are, to put a context to the purpose of the Adult at Risk meetings.
- Demonstrate a basic understanding of the categories, signs and symptoms of adult abuse.
- Identify terminology and abbreviations used in Safeguarding Adults at Risk meetings.
- Understand how to write minutes that are brief, have a logical structure and are quick and easy to read and understand.
- Identify and complete forms that are available for recording minutes, in accordance with practice guidance.
- Identify factors that contribute to effective meetings, including administrative arrangements.
- Reflect on listening and concentration skills and some of the difficulties that the minute taker may experience.
- Understand issues surrounding confidentiality, circulation of minutes, dealing with errors, omissions, amendment of minutes and archiving.
- Explore some of the possible coping strategies and sources of support for those who have the task of taking the minutes of safeguarding adults meetings.

Prerequisite training requirements

Delegates should have attended Safeguarding Adults at Risk: Making Safeguarding Personal or the Mandatory Safeguarding Adults Training, prior to attending this course.

Dates for April 2016 – March 2017

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<td>Tuesday 18 July 2017</td>
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Each course is a full day session and runs from: 9.15 – 16.30
Adult Safeguarding
Bespoke Training
Opportunities

Cambridgeshire County Council Adult Safeguarding Training Team continues to meet the evolving training needs of health and social care practitioners by providing a dedicated programme of training and workshops, run by specialist trainers.

Many of our current courses can be adapted to suit the individual needs of services/teams.

**The benefits:**

- Pre-training meetings with an Adult Safeguarding Trainer may be arranged to plan a programme specifically tailored to your requirements.
- Case Studies relevant to your service group can be developed.
- Time and venue to suit you can be arranged.

**Policies and Procedures**

You may be asked to provide our trainer with your organisation’s policies and procedures for safeguarding, as these will form part of the training to ensure that your employees are conversant with their own organisation's reporting and recording pathways. If this is part of the arrangements made, we will require these documents BEFORE the training date, to aid development of the session required. This will be discussed at the meeting with the trainer.

**Cost**

£400 per day

**Please contact our Training Administrators for further information**

Tel: 01223 699307 / 01223 703538
Email: adultsafeguardingtraining@cambridgeshire.gov.uk
Mental Capacity Act (MCA) & Deprivation of Liberty Safeguards (DOLS)

The MCA 2005 came into force in 2007. It provides a statutory framework to, on the one hand; empower and support individuals to make their own decisions, and on the other; to safeguard individuals who are unable to make certain decisions. It creates the basis for supportive decision making as well as the balance sheet approach to Best Interests decisions. It enables capacitous individuals to plan ahead for a time when they may lack capacity.

In 2007 the Act was amended to include DOLS and they came into force in 2009. The Safeguards have been created to protect the Human Rights of people who lack capacity to consent to receive care or treatment in hospitals/care homes. The element of ‘deprivation of liberty’ is understood within the meaning of Article 5 of the European Convention on Human Rights and in the context of the Supreme Court judgment that was passed in March 2014. The judgment has introduced an ‘acid test’ in deciding whether an incapacitated adult is being deprived of their liberty, which comprises two key questions:

- is the person subject to continuous supervision and control?
- is the person free to leave?

Our training courses provide the background to the MCA and its relationship with DOLS, and how professionals working within the statutory, voluntary, private, and otherwise associated sectors can ensure their staff receive training appropriate to roles/levels of responsibility. Typically, adult services work with people over the age of 18. However, it is important to bear in mind that the MCA 2005 applies (in the most part) to people over the age of 16. Therefore, professionals working in children’s services and transitions teams will also greatly benefit from the MCA training.
Mental Capacity Act (MCA and Deprivation of Liberty Safeguards (DOLS): An Introduction

A half-day course

Course Aim
This course offers an introduction to the Mental Capacity Act & Deprivation of Liberty Safeguards.

Target Group
The course is intended for all frontline support staff or health care assistants who assist people in day to day decisions across social care, health, private and voluntary sectors.

Learning Objectives
- Characterise the importance of Human Rights to health and social care
- Identify duties and responsibilities under the Acts and how it relates to health/social care decisions
- Recognise how the MCA principles apply to health/care decisions
- Demonstrate the importance of involving and supporting people in decision making
- Describe the test for lack of capacity and standard for Best Interests decisions
- List issues associated with restraint in line with the Act
- Recognise the what constitutes restraint/restriction and importance of a less restrictive option
- Know what constitutes a deprivation of liberty as per the ‘acid test’ and the process for authorising possible deprivations of liberty
## Dates for April 2017 – March 2018

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<td>Tuesday 20 June 2017</td>
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<td>South Fens Business Centre</td>
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Each course is a half-day session and runs on every day listed above, either AM or PM:

- AM sessions run from 09.15 to 12.30
- PM sessions run from 13.15 to 16.30
Mental Capacity Act (MCA) Advanced
A one-day course

Course Aim
The course provides information and guidance to staff who record formally; consent, refusal, assessments of capacity and Best Interests decisions. It will take you through the process of supported decision making and how to evidence your conclusions.

Target Group
The course is intended for staff who may be required to complete or support formal assessments of capacity, involved in establishing Best Interests decisions or writing care plans.

Note: ASC Professionals working across Children services and Adult Services who are in a decision making / commissioning roles should be attending MCA and DOLS Advanced workshops. (Please see Page 37 and 38)

Learning Objectives
- Characterise the importance of Human Rights to health and social care
- Identify duties and responsibilities under the Act
- Recognise the principles of the Act
- Explain the ‘decision/time specific’ nature of mental capacity
- How to complete and record a process of Supportive Decision Making and where appropriate mental capacity
- Support and record Best Interests decisions
- Define the role of Independent Mental Capacity Advocacy service
- List issues associated with restriction / restraint and how these should be managed in practice
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<td>Wednesday 21 February 2018</td>
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<td>Thursday 22 March 2018</td>
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Each course is a full day session and runs from: 9.15 – 16.30
Deprivation Of Liberty Safeguards (DOLS) Advanced
A half-day course

Course Aim
This course is intended as a detailed introduction to the Deprivation of Liberty Safeguards. It will enable senior practitioners to identify a deprivation of liberty within their settings and give a clear idea of senior professional's responsibilities.

Target Group
The course is suitable for senior social care staff, health professionals, registered managers, social workers & health care and support staff working in any health or social care settings who don’t have the responsibility to make applications to the Supervisory Body.

Any frontline staff should consider the MCA and DoLS introductory course, but can also access this course as part of their continued professional development.

Learning Objectives
- Know what constitutes deprivation as per the ‘acid test’
- Identify duties and responsibilities under the Act
- Characterise the importance of Human Rights to health and social care
- Explain the limits on power and control in health / care setting
- Recognise what constitutes restraint / restriction and importance of a less restrictive option
- The process for having a DoL authorised in the community and in care homes and hospitals.

Prerequisite training requirements
Delegates should have attended the MCA Advanced course prior to attending this course.
Dates for April 2017 – March 2018

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<th>Date</th>
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Each course is a half-day session and runs on every day listed above, either AM or PM:

- AM sessions run from 09.15 to 12.30
- PM sessions run from 13.15 to 16.30
MCA and DOLS: Advanced Workshop – Adults

A One-day course

This, informative and up to the minute workshop, will provide professionals working with adults the very latest guidance in practice development and implementation. This is an opportunity to clarify any practice concerns relating to the Mental Capacity Act of 2005 and the evolving Deprivation of Liberty Safeguards.

This course is intended for ASC professionals working across CCC who are in a decision making/commissioning roles only, including CPFT Social Workers, LDP, Adult Early Help, and offers a bespoke training package relevant to your role and professional responsibilities.

The 7 available sessions will cover both the MCA and DoLS at an Advanced level in 1 day, and it is mandatory that all professionals who hold cases and complete MCA’s complete this training yearly.

**NB:** It is recommended that Social Workers (including locums) & Adult Support Coordinators (ASC’s) looking to complete the Supported Decision and Best Interest Record should not do so until they have attended one of the available sessions in the year. Where this needs to be done urgently, professionals can, as a last resort, attend both the MCA and DoLS Advanced courses that are arranged in the community (see contact details below).

**Dates for April 2016 – March 2017**

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<td>Tuesday 13 March</td>
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Each course is a full-day session and runs from: 9.15 – 16.30

**Other dates set passed March 2018 please contact for more information**
MCA and DOLS: Advanced Workshop – Children and Young Adults

A One-day course

This innovative, informative and up to the minute workshop, will provide professionals working within the Children’s Disability Service and representatives from other CCC Children’s Services the very latest guidance in practice development relating to the Mental Capacity Act of 2005 and the evolving Deprivation of Liberty.

Dates for April 2016 – March 2017

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<td>Monday 29 January</td>
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Each course is a full-day session and runs from: 9.15 – 16.30

**Other dates set passed March 2018 please contact for more information

These 5 sessions are tailored to professionals working with young adults in Children’s Disability Services. Professionals working in other Children’s services who may be occasionally affected by the MCA or DoLS can book shorter tailored sessions within their teams on request or send a representative onto one of the above five dates.

Sessions will cover both the MCA and DoLS at an Advanced level in 1 day, and all staff will be expected to attend one of these sessions on a yearly basis.
Deprivation Of Liberty Safeguards (DOLS) and the Re X Procedures

A half-day course

Course Aim

This course will support registered professionals who have a responsibility to make applications to the Court of Protection through the Re X process for potential Deprivations of Liberty. This course can also be accessed by Adult Support Coordinators.

Target Group

This course for statutory services is specifically for Social Workers, Nurses Psychiatrists, Care Managers and other registered professionals who have a responsibility in the completion of the CoP DoL forms.

Prerequisite training requirements

Delegates should have attended MCA Advanced and DOLS Advanced training prior to attending this course.

Learning Objectives

- To know what the Re X process is
- To understand what is the purpose of Re X
- Identity when it applies
- Know who initiates the Re X process
- To understand how to complete the CoP DoL forms
### Dates for April 2017 – March 2018

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Each course is a full-day session and runs from: 13.15 – 16.30
Bespoke training course tailored towards health and social care providers and the PVI sectors.

With a training team with over a decade of experience in delivering high quality training in the Mental Capacity Act and Deprivation of Liberty Safeguards, Cambridgeshire County Council in partnership with LGSS are pleased to offer a portfolio of courses which will support all professionals to understand and apply these two areas of law to their practice.

**In-house Training**

With all our bespoke in-house training, packaged course materials and content can be shaped and targeted to make it personalised to the work you do.

All bespoke training services come at outstanding value - only £400 a day (free for Cambridgeshire County Council internal provider services). This includes access to free expert consultancy and support on how you apply the MCA and DoLS in your workplace.

In addition to a totally personalised training event, attendee numbers at bespoke events are only limited by the size of venue provided in-house, the responsibility for which lies with the commissioning organisation.

Through our training, further support can be offered to help customers meet the new Key Lines of Enquiry (KLoE) outlined by the Care Quality Commission (CQC). Thus helping to keep you and your staff fully compliant with the very latest developments in the MCA and DoLS.

**Available Training courses for Health and Social Care Services**

**The MCA & DOLS: An Introduction**

This half-day training programme is appropriate for all health care assistants, support workers, administrative staff, personal assistants, befrienders and any other staff who engage with or support people on a day to day basis. This course can be community based or in-house and should be completed every two years, with back-up e-learning or further reading in the interim year.
The Mental Capacity Act: Advanced & The Deprivation of Liberty Safeguards: Advanced

Both full-day advanced courses, that can be condensed into a full 1 day course on request, are appropriate for all senior staff working in any social care commissioned service setting (including nurses), who have responsibilities which may include, but are not limited to:

- Writing care plans
- Writing risk assessments
- Completing capacity assessments
- Documenting best interests decisions
- Completing the DoLS form 1
- Informing the local authority in community based setting (not registered care homes or nursing homes) of any potential DoL that may need an application made to the Court of Protection

As part of the bespoke training package, the training and development team are happy to review any current forms used in your organisation to record consent, capacity and best interests. We will offer advice and guidance on these, which is all part of the training offer and will not incur any further costs.

Professional Feedback

"Before the training, I was quite confused about the MCA. The course was strongly linked to relevant practical cases and gave me more confidence in my practice at the home.”
(Support Worker)

+++++++++

“At £400 for all of my managerial staff, it was excellent value for money. My team found it informative and accessible. There is no doubt in my mind that the course has helped to improve our management practices and thereby the provisions to our clients.”
(Care Director)

+++++++++

“This is exactly what our service needed. James offered a bespoke one day advanced MCA & DoLS course that was tailored to our needs and he applied it to our forms and how we record in our service. The feedback on our forms helped us improve our record-ing and helped us on our next inspection. I regularly invite James (free of charge) to our team meetings and contact him for advice. The whole team are always there to help. (Home Manager)

+++++++++

Cost

£400 per day
Other Mental Capacity Act (MCA) and Deprivation Of Liberty Safeguards (DOLS) Training

**MCA Workshop / Case Law update:** Designed to the needs of a team/service whereby latest MCA case law can be discussed in relation to practice.

* Appropriate as an update only.

**Carer Training**

A short course which delivers a basic awareness of Adult Safeguarding and The Mental Capacity Act for unpaid/family carers.

For further information and booking enquiries on these courses, contact the Safeguarding Adults & MCA Training Administrators by telephoning either 01223 703538 or 01223 699307, or email:
adultsafeguardingtraining@cambridgeshire.gov.uk or mca.training@cambridgeshire.gov.uk

Please also visit our [website](#) for more information.
The Safeguarding Adults and Mental Capacity Act Training Team's deliver a number of courses jointly with other statutory training teams to combine specialist knowledge and offer courses that meet a wider variety of audiences. The details of other Training Providers and links to their courses.

**Cambridgeshire Local Safeguarding Children Board (LSCB)**

Please visit the LSCB website for further information and to download their training brochure.  
http://www.cambslscb.org.uk/

If you would like to contact the LSCB please telephone 01480 373522 or email LSCBTraining@Cambridgeshire.gov.uk

**Education Sector**

Please contact ECPS.CourseBookings@cambridgeshire.gov.uk for a training programme.

**Workforce Development (Adult Social Care)**

Practitioners can access a broad range of training and development opportunities that meet statutory and mandatory training requirements, as stipulated by the Care Quality Commission and the council and to support continued professional development of the workforce.

Please visit the workforce development website for further information and to download their training brochure. Practitioners working with children can also access relevant courses using the link below.

https://www.cambridgeshire.gov.uk/learntogether/social

If you would like to contact the workforce development please telephone 01223 728 344 or email workforce.development@cambridgeshire.gov.uk