

# Keeping Adults Safe Training Programmes



Keeping Adults Safe training is aimed at anyone working or volunteering in organisations that provide services or activities for adults.

## Keeping Adults Safe Module 1 : An introduction

3  
HOURS

Suitable for **staff/volunteers who have limited and/or indirect contact** with adults (e.g. cleaner, receptionist), it covers:

- legal and policy context
- values and principles
- key definitions
- categories of abuse and possible indicators
- procedures for reporting concerns
- code of behaviour for staff/volunteers.

**Module 1 stands alone but it is recommended that those working more directly and frequently with adults should consider any of the additional modules.**

## Keeping Adults Safe Module 2 : Training for Staff and Volunteers

6  
HOURS

Suitable for **staff/volunteers who have regular and/or direct contact** with adults (e.g. carer, support worker, coach, activity leader/supervisor), **it covers Module 1 content PLUS:**

- planning and managing activities
- risk management
- confidentiality issues
- creating a safe person-centred environment.

## Keeping Adults Safe Module 3 : Recruitment, Selection and Management

6  
HOURS

Suitable for **those in management** within groups/organisations that provide services or activities for adults, **it covers Module 1 content PLUS:**

- recruitment, selection and management of staff/volunteers
- confidentiality issues and breach of code of behaviour
- dealing with allegations against staff/volunteers

## Keeping Adults Safe Module 4 : Policy Development

3  
HOURS

Suitable for **individuals with responsibility for developing and/or reviewing adult safeguarding policy and procedures**, it covers:

- the 8 standards of best practice for adult safeguarding
- a guide to developing an adult safeguarding policy
- procedures to support an adult safeguarding policy

While not essential, having prior knowledge of safeguarding adults is beneficial e.g. attendance at Modules 1 & 2.

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## Keeping Adults Safe Module 5 : Adult Safeguarding Champion and Appointed Person Training

6  
HOURS

Suitable for **Adult Safeguarding Champions and Appointed Persons**. All participants must have completed training on adult safeguarding prior to attending this course e.g. Module 2 or 3. It covers:

- role and responsibilities of an Adult Safeguarding Champion/Appointed Person
- adult safeguarding structure for NI
- determining the correct course of action in relation to safeguarding issues
- consent, capacity and coercion
- organisational and Health and Social Care Trust responsibilities
- Monitoring and reporting duties of an Adult Safeguarding Champion.

## Keeping Adults Safe Module 6 : Mental Capacity Roadshow

2  
HOURS

Suitable for **practitioners and managers** in groups/organisations that provide services or activities for adults, it covers:

- key facts and misconceptions about mental capacity and consent
- interface of these concepts with the regional adult safeguarding policy and procedures
- impact on practice of the Mental Capacity Act (Northern Ireland) 2016.

### Our training

- meets the Department of Health endorsed minimum standards for adult safeguarding
- meets the requirements set out in the Northern Ireland Adult Safeguarding Partnership Training and Development Strategy
- is participative and includes presentation, groupwork and scenarios
- is delivered by Volunteer Now accredited Keeping Safe trainers
- is certificated.

Keeping Adults Safe Training is developed by Volunteer Now. The Keeping Adults Safe logo is a registered trademark of Volunteer Now.

### Online courses

Volunteer Now has developed some short online courses, including **See Something, Say Something** and **Adult Safeguarding Champion: Meeting the Requirements**. Find out more on our website.

### Refresher courses available!

Good practice suggests that training is renewed every three years. We can do a refresher for those who have already completed a full course at the appropriate level.

Make sure your staff and volunteers are up to date with practice and confident to keep adults safe.

### Tailored options

If you have 8 or more staff/volunteers we will come to you and tailor the training to your own safeguarding policy and environment. Contact us for costs at [training@volunteernow.co.uk](mailto:training@volunteernow.co.uk)

### Do you work with children and young people?

Contact Volunteer Now to find out more about the Keeping Children Safe suite of modules.

### Do you work with both children/young people and adults?

Ask Volunteer Now about Keeping Children and Adults Safe modules.

## Standards and Guidance

**Keeping Adults Safe: A Shared Responsibility, Keeping Children Safe: Our Duty to Care** and **Safeguarding Children and Adults at Risk: Policy Standards** are available on the publications page at [www.volunteernow.co.uk](http://www.volunteernow.co.uk)

For more information or to book, contact **Volunteer Now**

W: [www.volunteernow.co.uk](http://www.volunteernow.co.uk) T: **028 9023 2020**

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