

Primary Care Safeguarding Adult and Children Training Guidance and 'Prevent' 2021/24

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1.0. INTRODUCTION

1.1 This strategy identifies the training requirements to enable Primary Care staff to meet their statutory, regulatory and contractual responsibilities. All healthcare staff have a duty to safeguard and protect the welfare of adults with care and support needs and children from abuse or neglect. This document aims to provide guidance on the content and timetable for safeguarding adult and children training for all staff who are employed by GP practices including:

- GPs (partners, salaried GPs, retainers, locum)
- Nurse Practitioners
- Practice Nurses
- Healthcare assistants
- Practice Managers
- Receptionist and Administrative staff
- Any other staff employed by the Practice.

1.2 All health staff who come into contact with adults with care and support needs, and / or children and their families should be aware of the predisposing factors, signs and indicators of abuse or neglect, and recognise who could be at risk of radicalisation. All staff should have the knowledge and confidence to take any necessary action, seek advice and report any safeguarding concerns appropriately within their own practice or, if necessary, through local safeguarding procedures.

1.3 Those involved in direct work with adults with care and support needs, and /or children, and their families, should have the knowledge and skills to analyse and effectively share information and collaborate with other agencies and disciplines in order to safeguard and promote the welfare of adults and children. They require a sound understanding of the legislative framework and the wider policy context within which they work, as well as a familiarity with the York and North Yorkshire and East Riding (depending on locality of the Practice) Safeguarding Adult and Children Procedures available on the respective Local Safeguarding Adult Boards and Local Safeguarding Children Partnership websites.

Local Safeguarding Adult Boards

North Yorkshire: <https://safeguardingadults.co.uk/>

City of York: safeguardingadults.york.gov.uk

East Riding: <http://www.ersab.org.uk/>

Local Safeguarding Children Partnerships

North Yorkshire: www.safeguardingchildren.co.uk

City of York: www.saferchildrenyork.org.uk

East Riding: <http://erscb.org.uk/>

2. STATUTORY, REGULATORY AND CONTRACTUAL POSITION FOR PRIMARY CARE

2.1. The GMS and PMS contracts define and require primary care providers to have appropriate safeguarding mechanisms and to comply with legislation and guidance.

2.2 Under their registration with the CQC all primary care providers must;

- Ensure that those who use their services are safeguarded and that staff are suitably skilled and supported.
- Have effective arrangements in place to safeguard vulnerable children and adults with care and support needs
- Demonstrate to their governing body, commissioners and the public that safeguarding process are effective and robust.
- Have safeguarding process in place that include arrangements for
 - safe recruitment
 - effective and appropriate level of training for all staff, including non clinical staff
 - effective supervision
 - working in partnership with other agencies
- Primary care providers and GP practices in North Yorkshire and York have a lead GP for safeguarding adults and children, who work closely with the Named Nurse for Safeguarding Primary Care, Named GPs and Designated Professionals.

2.3. The Good Medical Practice (GMC, 2019) core ethical guidance for doctors, sets out the principles and values for good practice and informs the education, training and practice of all doctors in the UK. The GMC guidance 'Protecting Children and Young People : The responsibility of all Doctors' specifically references safeguarding and guidance

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/protecting-children-and-young-people/identifying-those-at-risk-of-or-suffering-abuse-or-neglect>

The GMC 'Adult Safeguarding ethical hub' additionally has guidance on safeguarding responsibilities for doctors <https://www.gmc-uk.org/ethical-guidance/ethical-hub/adult-safeguarding>

2.4 Under the Children Act 2004, GP Practices are responsible for ensuring their staff are competent and confident to carry out their responsibilities to safeguard children. The statutory guidance “Working Together to Safeguard Children” (2018) requires that all NHS staff receive appropriate training to achieve the competences required by the Intercollegiate Document “Safeguarding Children and Young People: Roles and Competencies for Health Care Staff” (2019). Issues pertaining to Looked After Children should form an integral part of safeguarding children training. The RCN guidance "Looked After Children: Roles and Competencies of Health Care staff" (2020) provides a framework for health care staff to understand their roles and responsibilities for meeting the needs of Looked After Children.

2.5 GP practices are also responsible for ensuring their staff are competent and confident to carry out their responsibilities to safeguard adults with care and support needs at risk of harm as outlined in The Intercollegiate Document “Adult Safeguarding: Roles and Competencies for Health Care staff” (2018)

3 ROLES AND RESPONSIBILITIES

3.1. All health staff who come into contact with adults with care and support needs, and /or children and their families have an individual responsibility for ensuring that they have the competences to recognise abuse and neglect and are aware of the actions to take if they have concerns about a safeguarding issue.

3.2. Practices are responsible for ensuring their staff are competent and confident in carrying out their responsibilities for safeguarding adults and children and are aware of how to recognise and respond to safeguarding concerns, including recognising individuals at risk of radicalisation.

3.3. Practices are expected to comply with CQC Essential Standards of Quality and Safety outcomes 7-14, particularly outcome 7; Safeguarding People who use Services from Abuse.

3.4. Practices are required to ensure that their staff have access to the appropriate safeguarding training, learning opportunities and support to facilitate their understanding of adult and child safeguarding issues including recognition and response, information sharing and record keeping.

4. COMPETENCIES EXPECTED OF STAFF WORKING WITH ADULTS WITH CARE AND SUPPORT NEEDS AND/OR CHILDREN AND YOUNG PEOPLE OR THEIR FAMILIES.

4.1. The Intercollegiate Documents “Safeguarding Children and Young People: Roles and Competencies for Health Care Staff” (2019) and "Adult Safeguarding: Roles and Competencies for Health Care Staff" (2018)

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provides guidance on what competencies are expected of staff. The guidance outlines five levels of competency required for staff; the first four of which are relevant to primary healthcare teams:

- **Level 1:** The level required by all staff including non-clinical managers and staff working in health care settings. At level 1 staff should receive safeguarding adults and children training, education and learning equivalent to a minimum of **2 hours over 3 years**.
- **Level 2:** The minimum level required for non-clinical and clinical staff who have some degree of contact with adults, children and young people and/or parents/carers. At level 2 staff should receive safeguarding adults and children training, education and learning equivalent to a minimum of **4 hours over 3 years**.

4.2. The following table outlines the various staff roles in primary care in relation to the training levels of competency for Levels 1 and 2:

	Level 1	Level 2
Staff Groups	<ul style="list-style-type: none"> • Receptionists • Administrative Staff • Ancillary Staff, e.g. • Domestic staff • Maintenance Staff • Volunteers 	<ul style="list-style-type: none"> • GP Practice managers • Health care assistants • Safeguarding administrators • Reception managers • Health care students including: • Medical students • Nursing students • Phlebotomists • Physicians assistants
Adult safeguarding training requirement over 3 years	Minimum 2 hours	Minimum 4 hours
Child safeguarding training requirement over 3 years	Minimum 2 hours	Minimum 4 hours
Total safeguarding requirement over 3 years	Minimum 4 hours	Minimum 8 hours

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4.3 Level 3:

Level 3 Adults: The level required for registered health-care staff working with adults who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns. At Level 3 staff should receive safeguarding adult training, education and learning equivalent to a minimum of **8 hours** over a 3 year period and within 12 months of appointment. In "Adult Safeguarding Roles and Competencies for Health Care staff" there is no distinction between different professional groups at Level 3.

Level 3 Children: In "Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff" there is a distinction between professional groups who require Level 3 'Core' child safeguarding training and those who require Level 3 'additional knowledge, skills and competencies' child safeguarding training.

- **Level 3 (core):** Clinical staff working with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parenting capacity where there are safeguarding/child protection concerns. At level 3 core staff should receive safeguarding children training, education and learning equivalent to a minimum of **8 hours over 3 years**.
- **Level 3 Children (specialist):** for those at Level 3 who require additional specialist competencies due to the nature of their work and role. At level 3 specialist staff should receive safeguarding children training, education and learning equivalent to a minimum of **12 hours with the exception of safeguarding practice leads who require 16 hours over 3 years**

4.4. The following table outlines the various staff roles in primary care in relation to the training levels of competency for Levels 3:

	Level 3 core	Level 3 Specialist
Staff Groups	Pharmacists Foundation Level Dr's	GPs GP Practice Safeguarding Leads Practice nurses Advanced Nurse Practitioners Paramedics

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Adult safeguarding INITIAL training requirement in first 12 months of taking up a Level 3 post	Minimum 8 hours	Minimum of 8 hours
Adult safeguarding REFRESHER training requirements over 3 years	Minimum 8 hours	Minimum of 8 hours
Child safeguarding INITIAL training requirement in the first 12 months of taking up a Level 3 post	Minimum 8 hours	Minimum of 16 hours
Child safeguarding REFRESHER training requirement over 3 years	Minimum 8 hours	Minimum of 12 hours with the exception of GP practice safeguarding leads who require 16 hours
Total safeguarding REFRESHER training requirement over 3 years	Minimum 16 hours	For all professionals in this group EXCEPT GP Practice safeguarding leads Minimum of 20 hours For GP practice Safeguarding Leads Minimum of 24 hours

4.5 Level 4

Named professionals including Named GPs require safeguarding adults and children, training education and learning equivalent to a minimum of **24 hours over 3 years**

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4.6 The following table outlines the hours required at Level 4 for Named GPs:

Staff Groups		Named GP for Child safeguarding Named GP for Adult safeguarding
Adult safeguarding training requirement over 3 years		Minimum of 24 hours (Named GP for adult safeguarding)
Child safeguarding training requirement over 3 years		Minimum of 24 hours (Named GP for Child safeguarding)
Total safeguarding training requirement over 3 years		GP who is a Named GP for Child and Adult safeguarding minimum of 48 hours GP who is a Named GP for Child safeguarding only minimum of 32 hours (24 hours Level 4 child safeguarding and 8 hours Level 3 adult safeguarding) GP who is a Named GP for Adult safeguarding only minimum of 24 hours (24 hours Level 4 adult safeguarding and 16 hours Level 3 Child safeguarding)

The decision on the competency required of a particular staff member is one for each practice to take, since roles and responsibilities for an employee may vary widely between practices.

5. PREVENT

- 5.1 The Prevent Programme is designed to safeguard people in a similar way to safeguarding processes to protect people from gang activity, drug abuse, and physical and sexual abuse. The Counter Terrorism and Security Act 2015 introduced a duty on the NHS in England, Wales and Scotland – in the exercise of their functions they must have due regard to the need to prevent people from being drawn into terrorism. Healthcare staff will meet and treat people who may be drawn into terrorism. The health sector needs to ensure that health workers are able to identify early signs of an individual being drawn into radicalisation in line with Prevent framework.
- 5.2 NHS England has incorporated PREVENT into its safeguarding arrangements, so that PREVENT awareness and other relevant training is delivered to all staff who provide services to NHS patients. The Prevent Training and Competencies

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Framework has been developed in order to meet the Prevent Duty (2015) and to encourage a consistent approach to training and competency development in respect of PREVENT

- 5.3 PREVENT training and awareness is also embedded within the competencies outlined within the Intercollegiate Documents, "Safeguarding Children and Young People: Roles and Competencies for Health Care Staff" (2019) and "Adult Safeguarding: Roles and Competencies for Health Care Staff" (2018). These documents encourage all staff to ensure they are in receipt of the appropriate competency training. See table below for training required.

Level 1 + 2	Basic Prevent Awareness – All staff working at Level 1 & 2	Every 3 years	See Prevent Training and Competencies framework (p.8-9)	E-learning for health 000 – Preventing Radicalisation – Basic Prevent Awareness
Level 3 + above	Preventing Radicalisation All staff working at Level 3 and above	Every 3 years	See Prevent Training and Competencies framework (p. 10)	E-learning for health https://portal.e-lfh.org.uk/Component/Details/511790

Further details can be found in the Prevent Training and Competencies Framework:

<https://www.england.nhs.uk/publication/prevent-training-and-competencies-framework/>

6. TRAINING AND EDUCATION

- 6.1 Education and training at all levels should be at least 50% participatory. Participatory training involves a level of interaction. Inter-professional and inter-organisational training is encouraged in order to share best practice, learn from serious incidents and to develop professional networks.

- 6.2 Examples of participatory training and education include:

- Attending face to face training
- Group case discussion
- Reflection on learning from a case a professional has been involved in and how this learning has been applied to their practice
- Webinars
- Attendance at safeguarding forums e.g Practice Safeguarding Lead forums

6.3 Examples of Non-Participatory training:

- E-learning
- Reading relevant safeguarding learning material such as guidelines or journal articles.

6.4 **All New Staff** must complete safeguarding adult and children training of at least 1 hr which is included in the Practice induction programme. This induction should be completed within 6 weeks of commencing work. Thereafter the staff member should complete the level of training commensurate to their role. All Level 3 staff and above should undertake initial Safeguarding Adult and Children training within 6 months of starting employment, unless they have come from another organisation with similar safeguarding requirements and can demonstrate their training is up to date.

6.5 Practices have a responsibility to identify adequate resources and support for their staff in the following training opportunities: (see appendices Two)

- **Multi-agency training:** training with workers from different agencies to promote a common and shared understanding of the respective roles and responsibilities of different professionals, and to contribute to more effective working relationships.
- **Single-agency training:** training from a health service perspective typically carried out within Practice Learning events.
- **Individual training:** training based on the needs or interests of the individual staff member (e.g. a training event on domestic abuse), or involving accessing a more general multi-agency or single agency resource, or training accessed via other routes such as an approved e-learning module.
- **Annual update:** All staff should be updated annually on any recent changes in safeguarding policy or procedures. This would be an opportunity to review the practice protocol, to discuss any learning points from local case reviews. This usually consists of a half hour face-to-face session and is facilitated by the Practice Safeguarding lead or may be part of single agency in-house training delivered by a Safeguarding Board or Partnership approved trainer, e.g. Specialist Nurse and Named Nurse Safeguarding Primary Care, Designated Professional or Named GP.

6.6. Regulatory bodies such as the NMC require evidence of completion of key refresher and updating education and training for revalidation purposes.

- 6.7. The type and frequency of training varies depending on the level of training required. Training Requirements are calculated over a 3 yearly basis.
NB: this is flexible and if so desired the required training may be achieved all in one year, although a rolling programme of education is desirable)

7.0. RECORDING TRAINING

- 7.1. It is important that staff and employers keep accurate records of safeguarding training undertaken, including refresher training, as this will be required to provide assurance both to commissioners and the CQC for registration purposes.

8. ADVICE

- 8.1. Advice in relation to available safeguarding training and achieving the requirements of this strategy can be obtained from the:

Specialist Nurse Safeguarding Adults and Children Primary Care or Named Nurse Safeguarding Adults and Children Primary Care

9. REFERENCES

Children Act 1989 <http://www.legislation.gov.uk/ukpga/1989/41/contents>

Children Act 2004 <http://www.legislation.gov.uk/ukpga/2004/31/contents>

GMC Adult Safeguarding Ethical Hub: <https://www.gmc-uk.org/ethical-guidance/ethical-hub/adult-safeguarding>

GMC Protecting Children and Young People : Responsibilities of all doctors
<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/protecting-children-and-young-people>

HM Government (2018) Working Together to Safeguard Children

www.workingtogetheronline.co.uk/index.html

HM Government (2015) Revised PREVENT Duty Guidance for England and Wales

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

NHS England (2017) Prevent Training and Competencies Framework .

<https://www.england.nhs.uk/publication/prevent-training-and-competencies-framework/>

RCN (2019) *Safeguarding Children and Young People Roles and Competencies for Health Care Staff* Intercollegiate Document 4th ed.

Primary Care Safeguarding Adult and Children Training Guidance

Adult Safeguarding: Roles and Competencies for Health Care staff. Intercollegiate Document First Edition (2018)

RCGP Supplementary guide to safeguarding requirements for all Primary Care staff
<https://www.rcgp.org.uk/media/Files/CIRC/Safeguarding/Safeguarding-training-requirements-for-Primary-Care-FINAL.ashx?la=en>

RCN (2020) Looked After Children Guidance: Roles and Competencies of health care staff

<https://www.rcn.org.uk/professional-development/publications/rcn-looked-after-children-roles-and-competencies-of-healthcare-staff-uk-pub-009486>