



Safeguarding Adults Passport

Name:

Introduction

The development of a National competence framework is a positive step towards establishing more efficient and consistent safeguarding practice across the country. The framework provides employees and employers with a benchmark for the minimum standard of competence required of those who work to Safeguard Adults across a range of sectors.

How was the framework developed?

These competencies have been developed following a national consultation with Local Authorities and Primary Care Trusts across the UK. They have been developed in accordance with The Care Act 2014, National Occupational Standards and NVQ frameworks.

What is a competence?

A competence is the combination of the skills, knowledge and experience held by individual staff. Competence grows through experience and the abilities of an individual to learn and adapt, training and mentoring can support this process.

What are the timescales for completion?

All newly appointed staff should be assessed as competent against their relevant competencies by their line manager, within the first six months of entering their post. The framework should be used in conjunction with existing workforce development systems for example supervision, CPD and appraisal arrangements.

Carrying out the assessment of competence

The assessment of competence should combine a mix of direct observation of practice, as well as discussion and questioning within supervision meetings. It can be used to identify any gaps in skills and knowledge and support the management of performance.

Supporting the development of competence

All staff can be helped to develop their safeguarding competence. This can be done by participating in formal training and development opportunities. Other methods can include team discussions, coaching and mentoring opportunities, 'buddying up' with more experienced practitioners.

Who should complete which competencies?

All staff should be assessed as competent against the competencies relevant to their occupation role and responsibilities within the organisation. Whatever their role, all staff should know when and how to report concerns and should all be competent in numbers 1 – 6.

Staff Group A Competencies 1 – 6: Raising a Concern

Mandatory for all staff who may raise an alert or make a referral.

Staff Group B Competencies 7 – 13: Undertaking enquiries

Practitioners involved in the investigation progress. (Including Social Workers and Investigators).

Staff Group C Competencies 14 – 18: Operational Governance

Locality Managers, Team Managers and Senior Practitioners.

Staff Group D Competencies 19 – 22: Strategic Governance

Chief Executive, Directors, Deputy Director, Heads of Service

Adult Safeguarding

Staff Group A – All staff (Raising a concern)

Provide evidence must be pertinent to role	Suggested evidence	Date completed	Signature of manager
Awareness			
1. Understand and demonstrate what adult safeguarding is.	<ul style="list-style-type: none"> The types of abuse and the contexts in which they can occur. Their role in identifying concerns regarding adult abuse and their individual responsibility. The role of the local authority: Duty to Protect. The organisations policies and procedures. Knowledge of legislation and policy including, but not limited to: <ul style="list-style-type: none"> Human Rights Act 1998 Dignity in Care Mental Capacity Act 2005 Deprivation of Liberty Safeguards 2009 Care Act 2014 Making Safeguarding Personal Appropriate responses to reports. The importance of preserving evidence. The importance of recording Limits to confidentiality, Consent and information sharing. 		
2. Recognise Adults in need of Safeguarding and take appropriate action.	<ul style="list-style-type: none"> Understanding the meaning of 'adult at risk' as defined in relevant policy guidance, e.g. Care Act 2014 Definition. Demonstrating an understanding of what constitutes 'abuse'. The different forms of abuse and how to identify indicators/signs of them. Understanding of the factors that might increase risk of abuse. Contacting emergency services if the individual is in immediate danger. 		
3. Understand dignity and respect when working with individuals.	<ul style="list-style-type: none"> The individual's right to exercise freedom of choice. The individual's right to live in an abuse-free environment. Valuing individuality and being non-judgemental. Awareness of how personal values and attitudes can influence the understanding of situations. Listening to individuals and allowing individual's time to communicate any preferences and wishes. 		
Reporting			
4. Understand the procedures for making a 'Safeguarding Alert'	<ul style="list-style-type: none"> Their role in terms of safeguarding concerns Your organisations Safeguarding Adults Policy and procedures. Ensuring the immediate safety (e.g. Contacting police) when the risk of abuse is high. Working in a manner that seeks to reduce the risk of abuse. Ability to outline the processes for informing an appropriate person of Safeguarding Adults concern. Maintaining appropriate confidentiality. 		
5. Have knowledge of policy, procedures and legislation that support Safeguarding Adults activity.	<ul style="list-style-type: none"> National and local policies / legislation that support safeguarding activity, including but not limited to: <ul style="list-style-type: none"> Mental Capacity Act 2005 Care Act 2014 Deprivation of Liberty Safeguards 2009 Human Rights Act 1998 Care standards for registered services Employing agency's policy and procedures Understanding how to 'whistleblow' using related policies and procedures. 		
6. Ensuring effective administration and quality of safeguarding processes.	<ul style="list-style-type: none"> Arranging safeguarding meetings. Undertaking relevant internal policies and procedures. Taking accurate, well-written minutes of safeguarding meetings. Maintaining accurate records and information governance. Recording and accurately respond to information governance. Understanding the Data Protection Act 1998. 		

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Inform, Involve and Listen			
<p>7. Ensure service users are informed and supported in their decision making around Safeguarding Adults concern.</p>	<ul style="list-style-type: none"> • Adopting a person-centred approach. • Making Safeguarding personal. • Ensuring that all Safeguarding Adults practice is in line with the wellbeing of the adult at risk throughout the process and is consulted with as per the Care Act 2014. • Recognising service users' rights to freedom of choice. • Accessing appropriate advocacy support for service users. • Working with service users to ensure they are fully aware of all options available to them and also of the preventative measures that they may be able to put in place to protect themselves from abuse i.e. lasting powers of attorney (Mental Capacity Act) and/or police involvement. • Providing information on local and national groups that may be able to provide support e.g. victim support, Independent Mental Capacity Advocacy (IMCA) service and/or local carers group. • Providing written and verbal information on local Safeguarding Adult processes and how they can be accessed by service users and carers. • Working preventively with adults at risk • Developing protective strategies for those that decline services • Actively engaging with individuals who decline services and/or engage support of others to achieve this • Providing feedback to those making referrals on the status of the case as appropriate 		
<p>8. Ensure information is shared appropriately and all relevant partners are involved</p>	<ul style="list-style-type: none"> • Consulting with line management and being accountable. • Accessing support for the recovery from abuse/neglect. • Engaging all relevant partners and sharing information appropriately. • Evidencing multi-agency partnership working. • Practicing effective multi-agency partnership e.g. convene strategy meeting. • Attending and contributing to investigations/meetings/information sharing • Evidencing information sharing • Engaging in activities related to s.42 enquiries as appropriate. • Understanding when to contact out of hours services. • Using emergency services when necessary, e.g. call for an ambulance and/or police intervention. 		
Respond			
<p>9. Demonstrate appropriate responses to Safeguarding Adult concerns.</p>	<ul style="list-style-type: none"> • Effective risk/safeguarding plans. • Planning and carrying out agreed strategy to protect an adult from abuse during and following investigation. • Identifying and reducing potential and actual risks after disclosure/allegation has been made. • Exercising defensible decision making. • Responding to alerts/concerns in a timely manner. • Ensuring safeguarding activity is appropriate and proportionate. • Ensuring the person's mental capacity is considered. • Accessing all relevant legal powers and remedies. • Implementing effective strategies to manage self-neglect. • Responding appropriately to concerns about: human trafficking and modern slavery; and honour-based violence and forced marriage. • Responding appropriately to adults at risk who cause harm. • Identifying and responding effectively to factors increasing vulnerability to abuse. • Accessing and using effectively a range of community safety processes. • Demonstrating interpersonal skills and addressing 'difficult conversations'. <p>Being aware and challenging, if necessary, organisational cultures that may lead to poor practice in safeguarding.</p>		

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Reporting and recording			
I 0. Maintaining accurate and complete records and achieving best evidence.	<ul style="list-style-type: none"> • An explicit understanding of issues of confidentiality and data protection. • Evidencing collation and monitoring of 'Safeguarding Alerts' within your service through observation and discussion. • Demonstrating awareness of and confidence to use 'whistleblowing' policy and procedures when required. • Demonstrating a comprehensive and detailed knowledge of gathering, evaluating and preserving evidence • Providing evidence of report writing, recording and interview skills. • The use of appropriate forms and recording systems. • Undertaking contemporaneous record keeping. • Evidencing contemporary case recordings. • Providing evidence of protection planning. • Demonstrating court skills e.g. providing a credible testimony in court. 		
Manage			
I 1. Managing Safeguarding Adult concerns and enquiries.	<ul style="list-style-type: none"> • Demonstrating ability to manage cases through Safeguarding adult processes. • Ability to coordinate safeguarding enquires. • Promoting outcome-focused adult safeguarding practice and decision making. • Supporting and supervising safeguarding adult concerns. • Undertaking safeguarding enquiry with support from Safeguarding Adult Manager. • Negotiating safeguarding plans with adult at risk that is outcome-focused and includes risk enablement, specialist protection assessment recovery as needed. • Identifying how best evidence is achieved. • Demonstrating the ability to undertake structured and appropriate interviews. • Demonstrating how to produce comprehensive enquiry reports. • Ability to chair safeguarding focused meetings (virtual or actual). • Ability to review and analyse information within the Investigator's report. • Appropriate involvement of adult at risk, advocate witnesses and source of harm. 		
Legislation, Policy and Procedures			
I 2. Awareness and application of legislation, local and national policy and procedural frameworks.	<ul style="list-style-type: none"> • Working to local and national guidance in Safeguarding within an appropriate legal policy and professional context. • Critical understanding on the levels, thresholds or pathways of investigating in response to a 'Safeguarding referral' and the requirements of gathering initial information. • Using legislation where immediate action may be required, e.g. Section 4 of the Mental Health Act 1983 or urgent authorisation under Deprivation of Liberty Safeguards. • Knowing what legislation/policy informed a specific piece of work and why. Including but not limited to: <ul style="list-style-type: none"> • Mental Capacity Act (Section 44) • Care Act 2014 • Deprivation of Liberty Safeguards (DOLS) • Human Rights Act 1998 • Sexual Offences Act 2003 • Police and Criminal Evidence Act 1984 • Fraud Act 2006 (Section 4) • Care Standards Act 2000 (Section 23) • Court Protection MCA (Section 15) • Independent Safeguarding Authority (ISA) • Multi-Agency Public Protection Arrangements (MAPPA) • Multi-Agency Risk Assessment Conference (MARAC) • Equalities Act 2010 • Domestic Violence, Crime and Victims Act 2012 • Using alternative policy and legislation to support preventative strategies e.g. carer support and community safety processes. • Understanding how policy/legislation can have the potential to be used oppressively e.g. Mental Capacity Act, Best Interest Decisions my conflict with Human Rights (Article 3). 		

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Knowledge and Skills			
<p>13. Demonstrates skills and knowledge to contribute effectively to the safeguarding process.</p>	<ul style="list-style-type: none"> • Describing the potential impact of abuse on adults at risk, the staff or individuals who are alleged to have committed abuse and the informal carer who may have raised the alarm. • Knowledge of specific forms of risk – self neglect, fire safety, domestic violence. • Describing when emergency protection plans may be required. • Risk assessment and management plans. • Knowledge of prevention and early intervention. • Understanding the different roles and responsibilities of the different agencies involved in investigating allegations of abuse. • Knowledge of anti-social behaviour, human trafficking/modern slavery, so called ‘honour based violence’, forced marriage and Female Genital Mutilation. • Knowledge of resilience factors and how these might interact with Safeguarding. • Knowledge of how abuse may affect individuals’ decision-making processes, e.g. domestic abuse. • Describing the purpose of a planning meeting/discussion, and how to contribute to this and any subsequent enquiry plan. <p>Describing the purpose of a Safeguarding outcomes meeting, and how to contribute to this and any subsequent protection plan.</p>		
Develop and Promote			
<p>14. The provision of training and supervision to develop and promote Adult Safeguarding.</p>	<ul style="list-style-type: none"> • Appropriate and proportionate safeguarding activity. • Risk Assessment and management. • Practice which is consistent with Making Safeguarding Personal guidelines. • Prevention and early intervention. • Information sharing duties and powers. • Understanding multi-agency roles and responsibilities and ensuring these are met. • Multi-agency safeguarding awareness within appropriate legal, policy and professional context. • Legal powers and remedies. • Understanding appropriate legislation including but not limited to: <ul style="list-style-type: none"> • Mental Capacity Act 2005 • Deprivation of Liberty Safeguards • Awareness of updated protocols and following/implementing them. • Understanding of specific types of abuse including: <ul style="list-style-type: none"> • Self-Neglect • Domestic violence • Anti-social behaviour • Human trafficking/modern slavery • Forced marriage • So called ‘Honour based violence’ • Female Genital Mutilation • Interpersonal skills and addressing difficult conversations. • Evidence gathering and interview skills. • Recording and defensible decision making. • Court skills and the provision of credible testimony in court. • Auditing and monitoring 		
Engage			
<p>15. Robust inter-agency and multi-agency systems to promote best practice.</p>	<ul style="list-style-type: none"> • Understanding national policy and procedures and how these relate to the development and application of local Safeguarding policy and procedures in a multi-agency context. • Ensuring necessary policy and procedures are in place to support supervisory and reflective practice. • Ensuring prevention strategies are in place. • Challenging poor practice. • Demonstrating effective training and CPD activity is commissioned to support the development of Safeguarding Adult services. • Carrying out effective monitoring and auditing. 		

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Support			
<p>16. Support the development of robust internal systems to provide a consistent, high quality Safeguarding Adults service.</p>	<ul style="list-style-type: none"> • Ensuring workforce has necessary skills and knowledge to work effectively. • Ensuring effective training, policy and procedures are in place to support effective risk and decision making in practice. • Ensuring supervisors are suitably trained to carry out the supervisory role. • Ensuring supervision is carried out regularly to support Safeguarding activity. • Supporting 'whistleblowing' policy and procedures. • Monitoring Safeguarding systems. 		
<p>17. Chair Safeguarding Adults meetings or discussions.</p>	<ul style="list-style-type: none"> • Working in line with local policy and procedures and chair strategy meetings where it is deemed a senior manager is most appropriate, e.g. large scale inquiries or sexual offences. • Consulting with line management and being accountable. • Providing supervision and opportunities for reflective practice. 		
<p>18. Ensure record systems are robust and fit for purpose.</p>	<ul style="list-style-type: none"> • Understanding the Safeguarding Adult Review Process. • Working within the Learning and Review Framework. • Demonstrating established systems to support good practice including but not limited to: <ul style="list-style-type: none"> • Maintaining records • Protection plan monitoring • Time management, e.g. investigators report • Ensuring appropriate record keeping of Safeguarding Adults meetings, e.g. minute taking • Implementing audit and inspection regimes 		
Lead			
<p>19. Lead the development of effective policy and procedures for Safeguarding Adult services in your organisation</p>	<ul style="list-style-type: none"> • Providing leadership for the workforce, stating clear aims and objectives in Safeguarding Adults. • Effectively communicating a proactive approach to Safeguarding Adults within your organisation. • Understanding the legal, policy and professional context for safeguarding. • Understanding and responding effectively to Care Act 2014 statutory duties. • Implementing the Making Safeguarding Personal guidance. • Being able to account for your organisation's practice. • Providing scrutiny of key processes and responding to key questions. • Providing effective strategic leadership for safeguarding internally. • Providing effective strategic leadership for safeguarding as a partnership. • Ensuring 'whistleblowing' systems are in place. • Understanding the respective roles and responsibilities of partners. • Strategic understanding of the scope of Safeguarding services across the whole organisation. • Working in partnership with a range of agencies to promote Safeguarding Adult services. • Working with partner agencies to develop a consistent intra- and inter-agency approach to Safeguarding Adults. • Ensuring contractual arrangements with service providers adhere to Safeguarding Adults policy and procedures • Holding local agencies to account for their safeguarding work 		

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Strategic Plan in line with SABs			
<p>20. Ensure plans and targets for Safeguarding Adults are embedded at a strategic level across your organisation.</p>	<ul style="list-style-type: none"> • Ensuring serious cases are reviewed and lessons are learnt. • Being aware of the findings from serious Safeguarding Adults Reviews and any implication for service delivery in respect of Safeguarding Adults in your organisation. • Ensuring learning is applied in practice. • Promoting the role of the Local Safeguarding Adults Board. • Implementing Safeguarding Adult Reviews. • Embedding the Care Act 2014 safeguarding provisions and statutory duties. • Promoting person-centered and outcome-based approaches. • Actively engaging in and having comprehensive knowledge of CQC inspections and findings and how these will be implemented to support service development in your organisation. • Embedding sector-led improvement frameworks. • Promoting Peer Challenge. • Embedding the Quality Assurance Framework. • Embedding the Learning and Review Framework. • Promoting collaborative partnerships to underpin the roles and responsibilities of partners. • Ensuring internal audit systems are robust. • Implementing board governance arrangements. 		
<p>21. Develop and maintain systems to ensure the involvement of those who use your services in the evaluation and development of your Safeguarding Adults services.</p>	<ul style="list-style-type: none"> • Providing evidence of how patients, service users, carers and customers are involved in Safeguarding activity. • Ensuring service users, patients, carers and customers are supported and involved in all aspects of activity, and their feedback impacts upon service plans, locality action plans and the delivery of Safeguarding. 		
<p>22. Promote awareness of Safeguarding Adults systems within your organisation and outside of your organisation.</p>	<ul style="list-style-type: none"> • Publicising and promoting Safeguarding policy and procedures. • Identifying the systems and structures in place that are used to raise awareness of Safeguarding Adults at a local and national level. 		

