

North Yorkshire County Council provide free Safeguarding Adults Alerter training to all staff and volunteers in North Yorkshire on behalf of the North Yorkshire Safeguarding Adults Board.

A vulnerable adult is someone aged over 18 'who is or may be in need of community care services by reasons of mental or other disability, age or illness: and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation (DH 2000)

Are you a volunteer, or do you manage volunteers, working with vulnerable adults?

If yes read on.....



Would you know what to do if you felt a vulnerable adult:

- **Was in danger of being abused?**
- **Was being abused?**
- **Had been abused?**

If you are supporting someone who is a vulnerable adult on a regular basis, or managing people who support vulnerable adults, you need to know what to do if you think someone is being abused.

Examples of support you could be giving (though not an exhaustive list) is luncheon club, visiting the elderly in their home as carer respite, assisting with volunteer transport, community groups for people with mental health needs, learning disability or the elderly.

'Anyone who works with adults in our community, either as a paid worker or volunteer, has a role to play in safeguarding adults and promoting their health and well-being. Unfortunately neglect and abuse of vulnerable adults can and does happen. We all need to know how to report any concerns we may have, how to respond to and deal with reports of abuse and what we can do to prevent neglect and abuse happening in the first place.'

AnneMarie Lubanski, Head of Self Directed Care and Transformation, Health and Adults Services, North Yorkshire County Council.



The Safeguarding Adult training is free of charge and available as a face to face course or as an e-learning module.

Frequently asked questions and details of how to access Safeguarding Adults training opportunities:

1 Do I need e-learning or face to face training?

People (volunteers) who have close and regular contact with vulnerable adults (for example once a week, more than 3 times per month) are strongly recommended to attend the face to face learning.

People (volunteers) who have limited and infrequent contact with vulnerable adults are recommended to undertake the e-learning module.

2 How do I book a place on the face to face training?

To book a place on one of the courses, identify a suitable date, **dates are on page 3**, complete the training request form, **found on page 5** and either email or post to the Workforce Development Unit.

Workforce Development Unit c/o Admin Team
Room 211
Health and Adults Services
County Hall
Northallerton
DL7 8DD

Telephone: 01609 536399

EM: workforcedevelopment@northyorks.gov.uk

For our full safeguarding adults booklet please click on the icon

Or visit <http://www.nyfvo.org.uk/>



3 What are the training fees and is there a cancellation charge?

Level 1 Alerter half-day classroom and e-learning training is provided **free of charge** to the Private, Voluntary and Third Sector, this includes housing organisations.

Cancellation / no show charges

The Workforce Development Unit have a cancellation charge of £50 per person, per course to all external partners, however please note there is no cancellation charge for unpaid volunteers, though you must specify on the training request form that you are an unpaid volunteer to avoid the £50 non attendance/cancellation charge.

4 When is the training available?

Face to Face Training Dates for October 2011 - April 2012

Please note: the dates below are correct at the time of going to print and whilst every effort will be made not to change them, they may be subject to changes due to unforeseeable circumstances.

AM courses commence at 0930, PM courses commence at 1330, and the duration of the course is 3 hours.

DATE	VENUE	Time	DATE	VENUE	Time
04/10/2011	Catterick	pm	06/01/2012	Catterick	pm
05/10/2011	Knaresborough	am	09/01/2012	Knaresborough	pm
03/10/2011	Northallerton	pm	10/01/2012	Selby	pm
07/10/2011	Scarborough	pm	11/01/2012	York	am
10/10/2011	Skipton	pm	13/01/2012	Northallerton	pm
11/10/2011	York	am	16/01/2012	Knaresborough	am
13/10/2011	Pickering	am	17/01/2012	Scarborough	am
14/10/2011	Northallerton	am	23/01/2012	Skipton	am
20/10/2011	Scarborough	am	25/01/2012	Malton	am
26/10/2011	Northallerton	pm	27/01/2012	Northallerton	am
28/10/2011	Knaresborough	pm	27/01/2012	Selby	pm
02/11/2011	York	pm	01/02/2012	Knaresborough	pm
04/11/2011	Northallerton	am	03/02/2012	Thirsk	pm
07/11/2011	Knaresborough	am	06/02/2012	York	am
08/11/2011	Scarborough	pm	07/02/2012	Northallerton	pm
11/11/2011	Selby	pm	09/02/2012	Scarborough	pm
14/11/2011	Northallerton	pm	15/02/2012	Northallerton	am
16/11/2011	Malton	pm	16/02/2012	Pickering	am
21/11/2011	Scarborough	pm	21/02/2012	Knaresborough	am
22/11/2011	Knaresborough	pm	23/02/2012	Selby	pm
23/11/2011	Skipton	am	27/02/2012	Northallerton	pm
24/11/2011	Selby	am	28/02/2012	East TBA	am
25/11/2011	Northallerton	am	02/03/2012	Northallerton	am
28/11/2011	Thirsk	am	05/03/2012	Knaresborough	am
01/12/2011	Scarborough	am	08/03/2012	Selby	pm
02/12/2011	Northallerton	pm	12/03/2012	Northallerton	pm
06/12/2011	York	am	13/03/2012	Skipton	pm
12/12/2011	Skipton	pm	19/03/2012	Scarborough	pm
12/12/2011	Scarborough	pm	21/03/2012	Knaresborough	pm
15/12/2011	Pickering	pm	26/03/2012	Northallerton	am
04/01/2012	Northallerton	am	27/03/2012	Malton	pm
05/01/2012	Scarborough	am	29/03/2012	Selby	pm

How to access ADULTS Alerter E-Learning:

Target Audience:

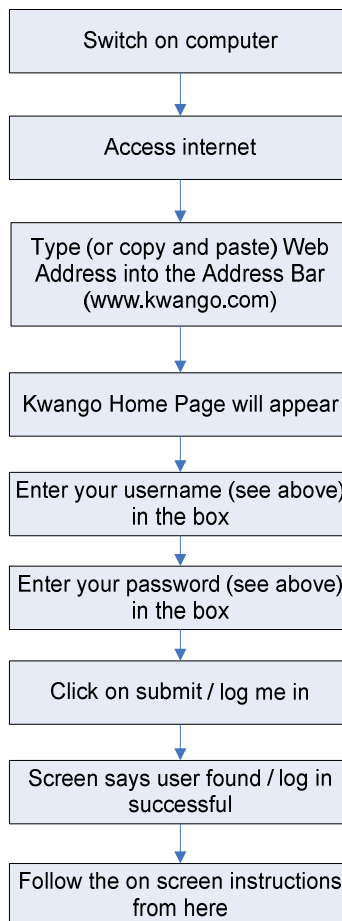
As a refresher for people who have undertaken face to face training, or for those people who need awareness of adults safeguarding but only have limited contact with vulnerable adults.

Username and Password:

Please ensure you have your username and password ready before you commence, see table below for these. If you require further help with your username and password contact the Workforce Development Unit: workforcedevelopment@northyorks.gov.uk or on **01609 536399**

Organisation	Username	Password
Private & Voluntary Sector	INDVOLSAFEAD	indvolsa3
Supporting People	SUPPORSAFEAD	supporsa5

Accessing the E-learning:



You must undertake the online test and score 15+/20 to complete the course.

On completion of the course please **print out a certificate** which you should show to your manager who will record your successful completion of the course.

External Customers Training Request Form

This form is to be used for training requests from partners, voluntary organisations and other independent organisations. It can be used for more than one delegate if the line manager and course required is the same.

APPLICANT(S) DETAILS			
Surname:	Forename(s):	Post Title:	Telephone Number:
Name of external organisation:			
Type of organisation (please indicate):	Private Sector <input type="checkbox"/> Voluntary Sector <input type="checkbox"/> Housing <input type="checkbox"/> Acute Health/Hospital <input type="checkbox"/> PCT <input type="checkbox"/> PCT Community and Mental Health Services <input type="checkbox"/> Fire and Rescue <input type="checkbox"/> Police <input type="checkbox"/> York City Council <input type="checkbox"/> Personal Assistant <input type="checkbox"/> Other Local Authority (please specify): Other (please specify):		
Work Address of Applicant:			
Do applicants have an e-mail address that they access regularly? If YES please give address(s)		Yes <input type="checkbox"/> / No <input type="checkbox"/> e-mail address:	
Any time not available:			
Date/Location preference if known :			
Have you ever been on one of our sessions in the past?		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
LEARNING EVENT DETAILS:			
Title of Course:			



APPROVING LINE MANAGER:			
Name:		Post Title:	
		Date:	
<p>All of the above fields must be completed in full and approved by the individual's immediate line manager.</p> <p>Please note: - There will be a charge of £50 per person per event if cancellation is made less than 7 calendar days before the event date unless a substitute is put forward. This also applies for non attendance on the day of the event. The signatory above must be someone authorised to accept this charge.</p> <p>On completion email preferably to workforcedevelopment@northyorks.gov.uk or post to Workforce Development Unit, Room 211, Adult & Community Services, County Hall, Racecourse Lane, Northallerton, North Yorkshire, DL7 8DD</p>			