**Appendix 3**

**Safeguarding Adults Competencies for Health Care staff**

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| **Level 1** | * Competence at this level is about individuals knowing the signs which may indicate possible abuse, harm or neglect and who to contact and seek advice from if they have concerns. It comprises: recognising potential indicators of adult abuse, harm and neglect. (A full description of the types of abuse, harm and neglect are detailed on page 10.)
* an awareness that adults experiencing stressful situations in their own lives may have caring responsibilities, for other adults or children
* an awareness of the importance of adults rights in the safeguarding context, and the essential knowledge of relevant legislation eg, human rights acts and mental capacity legislation
* an awareness and ability to locate local policies and procedures and how to access support to respond to safeguarding concerns
* an awareness of appropriate action including reporting and documenting concerns safely and seeking advice. Particularly if uncertain whether a safeguarding need is present
* building personal confidence, skills and knowledge to take immediate action through local safeguarding procedures. This should include the ability to escalate concerns if action is not taken.
* An awareness of consent, information sharing, data protection legislation and acting safely to share information.
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| **Level 2** | As outlined for Level 1. • Addresses the immediate safety of the person and ensures that a protection plan is put in place immediately when the risk of abuse is high. • Identifies and refers to appropriate services any other associated persons including carers and children at risk. • Practises in a manner that seeks to reduce the risk of abuse, harm or neglect. • Uses professional and clinical knowledge, and understanding of what constitutes any signs of adult abuse, harm or neglect. Including the further recognition of local safeguarding priorities, for example, financial abuse, Prevent, modern slavery. • Acts to ensure effective advocacy for the adult at risk of abuse, harm or neglect. • Arranges advocates if required, communicating with people about safeguarding, risk and protection planning. This includes facilitating communication with use of interpreters, speech and language colleagues and aids to improve communication. • Understands local safeguarding structures and arrangements. • Understands mental capacity legislation as relevant to the country of practice. When DoLS are required/invoked (if appropriate), the role of mental capacity advocates, the role of lasting power of attorney and the role of the public guardian/Office of Care and Protection (OCP) and future planning arrangements such as court appointed deputies, advance decisions to refuse treatment, advanced statements and acts in best interests of the adult at risk as required. • Documents safeguarding concerns in order to be able to inform the relevant staff and agencies as necessary, maintains appropriate records, records the wishes and views of the adult at risk and differentiates between fact and opinion. Registered professionals at level two also need to have an understanding of forensic requirements. For example, radiographers undertaking skeletal survey examinations for forensic purposes. • Shares appropriate and relevant information with other teams within relevant information sharing protocols. • Acts in accordance with key statutory legislation and non-statutory guidance relevant to country of practice. • Understands how to support adults at risk who do not feel able to participate in service support, for example those experiencing coercive control, environmental health issues. Recognise obligations to act when they have a safeguarding concern and acting is against the expressed wishes of the person. Understands own and colleagues’ roles, responsibilities, and professional boundaries, including what constitutes both organisational and professional abuse. Is able to raise concerns about conduct of colleagues. Understands how to access local safeguarding supervision, networks and support.  |
| **Level 3** | As outlined for Level 1 and 2. • Draws on clinical and professional knowledge and expertise of what constitutes adult abuse, harm or neglect to support others in fulfilling their adult safeguarding duties. • Undertakes capacity assessments within the framework of the relevant legislation (if appropriate to role) and is able to understand who needs to be included or consulted with in making decisions in a person’s best interests. • Discusses the situation with the person, documents and reports concerns, recording the wishes and views of the adult at risk. Undertaking history taking and physical examination in a manner that is appropriate for safeguarding and legal processes, as appropriate to the practitioner’s role. • Undertakes and contributes to and supports inter-agency assessments or enquiries particularly when the enquiry needs to be undertaken by the person with the relationship with the adult. Gathering and sharing of information, including the person’s views on risk and risk management. Where appropriate, analysis of risk including supporting others to undertake these activities. • Understands the purpose and process of case reviews. • Contributes to and/or co-ordinates protection planning, resolution and recovery – as appropriate to safeguarding concern. • Undertakes regular documented reviews of own (and/or team) safeguarding practice as appropriate to role (in various ways, such as through audit, case discussion, peer review, reflective practice, supervision and as a component of refresher training). • Attends relevant multidisciplinary meetings to present supporting evidence within relevant information sharing protocols. If unable to attend contributes written reports or information as required/requested/ relevant in accordance with confidentiality and information sharing requirements. • Contributes to case reviews, panels, internal partnerships and local forms of review. • Works with other professionals and agencies, with adults and their families where there are safeguarding concerns in risk management and protection planning. • Applies the lessons learnt from audit and case reviews to improve practice. • Advises others on appropriate information sharing. • Undertakes clinical supervision and provides support for other staff (as appropriate to role).  |
| **Level 4** | As outlined for Level 1, 2 and 3. • Be able to align national guidance to local practice. • Collaborate with workforce partners to ensure that the organisation is aligned with regulated employment checks under the DBS. • Contributes as a member of the safeguarding team to the development of internal safeguarding policy, guidelines and protocols. • Able to effectively communicate local safeguarding knowledge, research and findings from audits and challenge poor practice. Support and develop improvements in care/practice/local responses/services/act in response to identified locality knowledge needs. • Facilitates and contributes to own organisation audits, multi-agency audits and statutory inspections establish governance structure and annual reporting monitoring and review. • Works with the safeguarding team and partners in other agencies to conduct safeguarding training needs analysis, and to commission, plan, design, deliver and evaluate single and inter-agency training and teaching for staff in the organisations covered. • Undertakes and contributes to case reviews. • Able to lead investigations on behalf of social care organisations when requested to enable it to decide whether any action should be taken in the adult’s case. • As appropriate to role undertakes chronologies and the development of action plans using a root cause analysis approach (where appropriate) or other locally approved methodologies. • In conjunction with designated safeguarding lead, co-ordinates and contributes to implementation of action plans and the learning following reviews. • Works effectively with colleagues from other organisations, providing advice as appropriate. • Provides advice and information about safeguarding to the employing authority, both proactively and reactively – this includes the board, directors, and senior managers. • Provides specialist advice to practitioners, both actively and reactively, including clarification about organisational policies, legal issues and the management of adult safeguarding cases. • Provides safeguarding supervision and leads or ensures appropriate reflective practice is embedded in the organisation, to include peer review. • Leads/oversees safeguarding quality assurance and improvement processes. • Undertakes risk assessments of the organisation’s ability to safeguard/protect adults at risk. • Understands the role and procedures of coroner’s courts, court of protection and regulators professional bodies.  |
| **Board Level** | All board members/commissioning leads should have Level 1 core competencies in safeguarding and must know the common presenting features of abuse, harm and neglect and the context in which it presents to health care staff. In addition, board members/commissioning leads should have an understanding of the statutory role of the board in safeguarding including partnership arrangements, policies, risks and performance indicators; staff’s roles and responsibilities in safeguarding; and the expectations of regulatory bodies in safeguarding. Essentially the board will be held accountable for ensuring adults at risk in the organisations care receive high quality, evidence based care and personalised safeguarding. |