



**Kent and Medway Safeguarding Adults Board
Learning and Development Working Group
Terms of Reference**

1. Statement of Purpose

- 1.1 The Learning and Development Working Group (LDWG) is a working group of the multi-agency Safeguarding Adults Board for Kent and Medway. The LDWG reports to the KMSAB Business Group.
- 1.2 The main purpose of the Group is to ensure standards and competencies for inter-agency safeguarding adults learning and development across Kent and Medway are met in accordance with national law, policy and guidelines.
- 1.3 The Learning and Development Working Group is responsible for the co-ordination, commissioning, delivery and evaluation of the inter-agency safeguarding adults training programme.

2. Objectives

- 2.1 To develop training standards, learning outcomes and competencies to inform workforce learning and development in safeguarding adults.
- 2.2 To deliver the KMSAB strategy.
- 2.3 To support agencies, through multi-agency training, to take responsibility, for ensuring that people who work with adults at risk of abuse/exploitation:
 - know of the predisposing factors and signs and indicators of abuse;
 - are able to exercise professional skill in terms of effective information sharing and the ability to analyse this information;
 - have the knowledge and skills to collaborate with other agencies and disciplines in order to safeguard the welfare of adults at risk;
 - have a sound understanding of the legislative framework and the wider policy context within which they work, as well as familiarity with the Multi-Agency Safeguarding Adults Policy, Protocols and Guidance for Kent and Medway; and
 - prioritise the dignity and well-being of adults at risk of abuse/exploitation.
- 2.4 To develop a training strategy that creates awareness of the indicators of harm, improves the knowledge and skills of a range of practitioners who work with adults at risk of abuse/exploitation, and recognises that the Kent and Medway communities are diverse and therefore have differing needs.
- 2.5 To ensure that single agency safeguarding adults training is appropriate and of a sufficient quality to meet agreed standards.

3. Responsibilities

- 3.1 To monitor and review the efficacy of the training strategy.
- 3.2 To ensure high quality multi-agency training is provided for statutory agencies that reflects the Multi-Agency Safeguarding Adults Policy, Protocols and Guidance for Kent and Medway, enhances the knowledge and skills of staff and promotes joint understanding of adult safeguarding work.
- 3.3 To monitor the provision of safeguarding adults training to staff working with adults at risk of abuse/exploitation in Kent and Medway, to ensure quality safeguarding training provision.
- 3.4 To monitor the take up of inter-agency training provision through the Kent and Medway Safeguarding Adults Board.
- 3.5 To identify inter-agency training needs to inform the business plan for training delivery.
- 3.6 To ensure that mechanisms for setting and monitoring standards of single and inter-agency training and continuous professional development are developed and implemented.
- 3.7 To identify resource requirements for the provision of inter-agency training.
- 3.8 To ensure that there are monitoring and evaluation mechanisms for all training activity in relation to safeguarding adults training.
- 3.9 To determine the requirements of a training database in respect of inter-agency training provision.
- 3.10 To require inter-agency safeguarding adults training to be informed by current evidence and research.
- 3.11 To ensure that inter-agency training incorporates learning from both best practice and local/national Safeguarding Adults Reviews and other relevant reviews, such as Domestic Homicide Reviews.
- 3.12 To develop an annual delivery plan.
- 3.13 To work with the KMSAB planned Communications and Engagement Group, when established, to get feedback on training.

4. Accountability

- 4.1 The Working Group is accountable to the Kent and Medway Safeguarding Adults Board.

- 4.2 The Working Group will provide the Board with levels of assurance that there is a full range of training levels to cover the needs of people who work with adults.
- 4.3 The Chair of the Working Group will report to the Safeguarding Adults Board Business Group, tri-annually, with updates on:
- meeting attendance
 - minutes and actions
 - progress of the annual delivery plan
 - training provision and risks
- 4.4 The Working Group will contribute to the Kent and Medway Safeguarding Adults Board Annual Report.

5. Membership and Attendance

- 5.1 The Working Group Chair and Vice Chair will be a nominated representative from the LDWG membership, endorsed by the Board.
- 5.3 Membership of the Working Group will include representatives from:
- Kent County Council
 - Medway Council
 - Clinical Commissioning Groups
 - NHS - Acute Trusts
 - Kent and Medway NHS and Social Care Partnership Trust
 - Kent Community Health NHS Foundation Trust
 - Medway Community Healthcare
 - Virgin Care
 - Kent Police
 - Kent Fire & Rescue Service
 - HM Prison Service
 - National Probation Service
 - South East Coast Ambulance Service NHS Foundation Trust
 - Kent Integrated Care Alliance
 - Voluntary Sector Representation
 - Further Education Colleges (as requested)
- 5.4 Each organisation represented on the Working Group will have a named representative and deputy.
- 5.5 Members of the Working Group will have sufficient authority within their organisation to inform and influence decision making regarding workforce development.
- 5.6 Members of the Working Group will ensure effective communication between the Learning and Development Working Group and their respective organisations.

5.7 The Working Group will be quorate with:

- 1 Health commissioner
- 2 Health providers (1 x Community Services and 1 x Acute Services)
- Medway Council
- Kent County Council

6. Sub-Groups

6.1 The Group may set up time limited sub-groups to deal with specific issues and report back. Terms of Reference for each sub-group will be determined by this Group.

7. Frequency of Meetings

7.1 The Working Group will meet on a quarterly basis.

8. Administrative Arrangements

8.1 Administrative support will be provided by the Multi-Agency Safeguarding Adults Team.

8.2 Minutes/action points will be circulated to members of the Working Group within one calendar month following meetings.

8.3 The agenda and associated papers will be circulated at least one week in advance of meetings.

8.4 Additional agenda items will be sent to the Board Manager no less than three weeks before meetings.

8.5 The Board Manager will meet with the Chair three weeks in advance of meetings to finalise the agenda.

9. Reviewing the Terms of Reference

9.1 The group will review these Terms of Reference annually.

9.2 Any proposed changes to the Terms of Reference will need to be agreed by the Group and approved by the Kent and Medway Safeguarding Adults Board Business Group.