



Workshop title: The Safeguarding Process

Aim: To develop understanding of and skills for the safeguarding process and meetings under local multi-agency policy and procedures

Designed for: Support and administrative staff

Objectives: By the end of the workshop, staff will

- recognise the different stages of the safeguarding process and the key meetings held under local safeguarding procedures
- understand the roles of chair and note taker to achieve the purpose of each meeting
- know how to create accurate records of meetings with clear actions
- appreciate the importance of facilitating multi-agency contributions

Method: This workshop will be participative, using practical examples and exercises to help everyone relate the learning to their role in supporting meetings related to safeguarding vulnerable adults

Length: One day

Content: **Introduction to safeguarding**

- * Knowledge, understanding and experience of SAB procedures
- * Safeguarding vulnerable adults is about people, not procedures!

Process from alert to review

- * Process of intervention procedures
- * Purpose and format of different meetings

The role of the notetaker at safeguarding meetings

- * Purpose of recording safeguarding meetings
- * Roles of chair and notetaker
- * Working together before, during and after the meeting

The skills of recording safeguarding meetings

- * Listen, concentrate and summarise
- * Structure information with actions
- * Clear unambiguous language