

# West Lothian Adult Protection Committee

## Adult Support and Protection Programme of Training events

### September 2022 – March 2023

**Booking:**

To book a place on one of the dates below, please email [adultprotectiontraining@westlothian.gov.uk](mailto:adultprotectiontraining@westlothian.gov.uk) and provide the following information. It is essential that we receive the information requested below, so your training record can be updated in respect of your attendance:

|      |               |  |          |                              |  |
|------|---------------|--|----------|------------------------------|--|
| Name | Email address | Job title, Job No.<br>(Social Policy staff only)<br>and agency | Location | Manager and email<br>address | Training session name,<br>date and time (start<br>and end) |
|------|---------------|--|----------|------------------------------|--|

**Staff will only be notified if they have NOT been offered a place.**

Joining instructions will be sent to the participant's email address with a virtual 'link' to join the training session.

| September 2022   | Training topic                          | Aim  | Target audience  |
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| Thursday 29 <sup>th</sup> September 2022 12:00 – 14:00 | Risk Assessment and Chronology training | Work with Vulnerable people and/ or Adults at risk <ul style="list-style-type: none"> <li>• Do Duty</li> </ul> | Stakeholders working with vulnerable adults, Health and Social Care partnerships: <ul style="list-style-type: none"> <li>• Identifying types of risk,</li> </ul> |

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|  |                       | <ul style="list-style-type: none"> <li>• Participate in Duty to Inquire and / or IRD stages Inc investigations in the Adult Support and Protection process</li> <li>• Complete reports for submission to Adult Support and Protection meetings</li> <li>• Attend Adult Support and Protection Case Conferences/ Reviews</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence risk type(s) and</li> <li>• Mitigations in place Inc. protective factors.</li> <li>• Analyse what is known about the risk identified using Risk Assessment and Chronology tools to do this.</li> </ul>  |
| <b>October 2022</b>                                  | <b>Training topic</b> | <b>Aim</b>   | <b>Target audience</b>  |
| Wednesday 5 <sup>th</sup> October 2022 09:30 – 15:00 | ASP Level 2           | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Identify risk</li> <li>• How to report risk</li> <li>• Cooperation and collaboration in inquiries</li> <li>• Role and remit responsibilities to fulfil duties</li> </ul>  | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |

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| <p>Thursday 13<sup>th</sup> October 2022 12:00-12:45</p>  | <p>Financial checks and information sharing, Department of Work and Pensions (DWP)</p> | <ul style="list-style-type: none"> <li>• Role of DWP to participate in ASP inquiries Inc. investigations</li> <li>• Information sharing</li> <li>• Safeguarding and intervention options</li> </ul>   | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| <p>Tuesday 25<sup>th</sup> October 2022 10:00 – 12:00</p> | <p>Risk Assessment and Chronology training</p>   | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Do Duty</li> <li>• Participate in Duty to Inquire and / or IRD stages Inc investigations in the Adult Support and Protection process</li> <li>• Complete reports for submission to Adult Support and Protection meetings</li> <li>• Attend Adult Support and Protection Case Conferences/ Reviews</li> </ul> | <p>Stakeholders working with vulnerable adults, Health and Social Care partnerships:</p> <ul style="list-style-type: none"> <li>• Identifying types of risk,</li> <li>• Evidence risk type(s) and</li> <li>• Mitigations in place Inc. protective factors.</li> <li>• Analyse what is known about the risk identified using Risk Assessment and Chronology tools to do this.</li> </ul>   |

| November 2022  | Training topic  | Aim   | Target audience   |
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| Friday 11 <sup>th</sup> November 2022 09:30-15:00    | ASP Level 2   | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Identify risk</li> <li>• How to report risk</li> <li>• Cooperation and collaboration in inquiries</li> <li>• Role and remit responsibilities to fulfil duties</li> </ul> | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| Tuesday 15 <sup>th</sup> November 2022 13:00 – 13:45 | Financial checks and information sharing, Department of Work and Pensions (DWP) | <ul style="list-style-type: none"> <li>• Role of DWP to participate in ASP inquiries Inc. investigations</li> <li>• Information sharing</li> <li>• Safeguarding and intervention options</li> </ul>   | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or</li> </ul>   |

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|   |   |   | <p>attend Adult Support and Protection Case Conferences.</p> <ul style="list-style-type: none"> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul>  |
| Monday 21st November 2022 09:30-15:00                 | ASP Level 3                             | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Detailed knowledge and understanding about the Adult Support and Protection (Scotland) Act 2007</li> <li>• Social Worker who perform Council Officer functions</li> <li>• Multi agency staff who participate in S7 investigation functions; examination of records, medical examinations and visit to the adult</li> <li>• Participate in Adult Support and Protection meetings</li> </ul> | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Engage in multi-agency discussions and decisions about the management of risk</li> <li>• Fulfil Council Officer functions</li> <li>• Fulfil S7 Investigation functions</li> <li>• Participate in Inter agency Referral Discussions to plan a S7 intervention</li> </ul> |
| Thursday 24 <sup>th</sup> November 2022 13:00 – 15:00 | Risk Assessment and Chronology training | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Do Duty</li> <li>• Participate in Duty to Inquire and / or IRD stages Inc investigations in the Adult Support and Protection process</li> <li>• Complete reports for submission to Adult Support and Protection meetings</li> </ul>  | <p>Stakeholders working with vulnerable adults, Health and Social Care partnerships:</p> <ul style="list-style-type: none"> <li>• Identifying types of risk,</li> <li>• Evidence risk type(s) and</li> <li>• Mitigations in place Inc. protective factors.</li> <li>• Analyse what is known about the risk identified using Risk Assessment and Chronology tools to do this.</li> </ul>                              |

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|   |  | <ul style="list-style-type: none"> <li>Attend Adult Support and Protection Case Conferences/ Reviews</li> </ul>   |   |
| <b>December 2022</b>                                | <b>Training topic</b>                      | <b>Aim</b>  | <b>Target audience</b>  |
| Friday 2 <sup>nd</sup> December 2022 09:30-15:00    | ASP Level 2                                | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>Identify risk</li> <li>How to report risk</li> <li>Cooperation and collaboration in inquiries</li> <li>Role and remit responsibilities to fulfil duties</li> </ul> | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>Practitioners who report concerns or referrals</li> <li>Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| Monday 5 <sup>th</sup> December 2022 10:00-11:30    | Gender based violence and coercive control | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>What is Gender based violence and coercive control</li> <li>Identify domestic violence</li> <li>Report domestic violence</li> </ul>                                | Stakeholders working with adults across all sectors and agencies in West Lothian  |
| Thursday 15 <sup>th</sup> December 2022 09:00-11:00 | Risk Assessment and Chronology training    | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>Do Duty</li> </ul>   | Stakeholders working with vulnerable adults, Health and Social Care partnerships:   |

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|   |   | <ul style="list-style-type: none"> <li>• Participate in Duty to Inquire and / or IRD stages Inc investigations in the Adult Support and Protection process</li> <li>• Complete reports for submission to Adult Support and Protection meetings</li> <li>• Attend Adult Support and Protection Case Conferences/ Reviews</li> </ul> | <ul style="list-style-type: none"> <li>• Identifying types of risk,</li> <li>• Evidence risk type(s) and</li> <li>• Mitigations in place Inc. protective factors.</li> <li>• Analyse what is known about the risk identified using Risk Assessment and Chronology tools to do this.</li> </ul>  |
| Monday 19 <sup>th</sup> December 2022 11:00 – 11:45 | Financial checks and information sharing, Department of Work and Pensions (DWP) | <ul style="list-style-type: none"> <li>• Role of DWP to participate in ASP inquiries Inc. investigations</li> <li>• Information sharing Safeguarding and intervention options</li> </ul>   | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| <b>January 2023</b>                                 | <b>Training topic</b>   | <b>Aim</b>   | <b>Target audience</b>  |

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| <p>Wednesday 18<sup>th</sup> January 2023 16:00 – 16:45</p> | <p>Financial checks and information sharing, Department of Work and Pensions (DWP)</p> | <ul style="list-style-type: none"> <li>• Role of DWP to participate in ASP inquiries Inc. investigations</li> <li>• Information sharing Safeguarding and intervention options</li> </ul>  | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| <p>Thursday 19<sup>th</sup> January 2023 09.30 – 11.30</p>  | <p>Risk Assessment and Chronology training</p>   | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Do Duty</li> <li>• Participate in Duty to Inquire and / or IRD stages Inc investigations in the Adult Support and Protection process</li> <li>• Complete reports for submission to Adult Support and Protection meetings</li> <li>• Attend Adult Support and Protection Case Conferences/ Reviews</li> </ul> | <p>Stakeholders working with vulnerable adults, Health and Social Care partnerships:</p> <ul style="list-style-type: none"> <li>• Identifying types of risk,</li> <li>• Evidence risk type(s) and</li> <li>• Mitigations in place Inc. protective factors.</li> <li>• Analyse what is known about the risk identified using Risk Assessment and Chronology tools to do this.</li> </ul>   |



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| Friday 27 <sup>th</sup> January 2023 09:30-15:00  | ASP Level 2           | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Identify risk</li> <li>• How to report risk</li> <li>• Cooperation and collaboration in inquiries</li> <li>• Role and remit responsibilities to fulfil duties</li> </ul>   | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| <b>February 2023</b>                              | <b>Training topic</b> | <b>Aim</b>  | <b>Target audience</b>  |
| Tuesday 7 <sup>th</sup> February 2023 09:30-15:00 | ASP Level 3           | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Detailed knowledge and understanding about the Adult Support and Protection (Scotland) Act 2007</li> <li>• Social Worker who perform Council Officer functions</li> <li>• Multi agency staff who participate in S7 investigation functions; examination of records,</li> </ul> | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Engage in multi-agency discussions and decisions about the management of risk</li> <li>• Fulfil Council Officer functions</li> <li>• Fulfil S7 Investigation functions</li> </ul>  |

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|   |   | <p>medical examinations and visit to the adult</p> <ul style="list-style-type: none"> <li>• Participate in Adult Support and Protection meetings</li> </ul>  | <ul style="list-style-type: none"> <li>• Participate in Inter agency Referral Discussions to plan a S7 intervention</li> </ul>  |
| Thursday 16 <sup>th</sup> February 2023 10:00 – 10:45 | Financial checks and information sharing, Department of Work and Pensions (DWP) | <ul style="list-style-type: none"> <li>• Role of DWP to participate in ASP inquiries Inc. investigations</li> <li>• Information sharing</li> <li>• Safeguarding and intervention options</li> </ul>  | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| Thursday 23 <sup>rd</sup> February 2023 14:00 – 16:00 | Risk Assessment and Chronology training   | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Do Duty</li> <li>• Participate in Duty to Inquire and / or IRD stages Inc investigations in the Adult Support and Protection process</li> </ul> | <p>Stakeholders working with vulnerable adults, Health and Social Care partnerships:</p> <ul style="list-style-type: none"> <li>• Identifying types of risk,</li> <li>• Evidence risk type(s) and</li> <li>• Mitigations in place Inc. protective factors.</li> <li>• Analyse what is known about the risk identified</li> </ul>  |

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|   |  | <ul style="list-style-type: none"> <li>• Complete reports for submission to Adult Support and Protection meetings</li> <li>• Attend Adult Support and Protection Case Conferences/ Reviews</li> </ul>   | using Risk Assessment and Chronology tools to do this.  |
| Friday 24 <sup>th</sup> February 2023 09:30-15:00 | ASP Level 2                                | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Identify risk</li> <li>• How to report risk</li> <li>• Cooperation and collaboration in inquiries</li> <li>• Role and remit responsibilities to fulfil duties</li> </ul> | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| <b>March 2023</b>                                 | <b>Training topic</b>                      | <b>Aim</b>  | <b>Target audience</b>  |
| Monday 6 <sup>th</sup> March 2023 10:00-11:30     | Gender based violence and coercive control | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• What is Gender based violence and coercive control</li> <li>• Identify domestic violence</li> <li>• Report domestic violence</li> </ul>                                  | Stakeholders working with adults across all sectors and agencies in West Lothian  |

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| <p>Thursday 16<sup>th</sup> March 2023 15:00 – 15:45</p> | <p>Financial checks and information sharing, Department of Work and Pensions (DWP)</p> | <ul style="list-style-type: none"> <li>• Role of DWP to participate in ASP inquiries Inc. investigations</li> <li>• Information sharing</li> <li>• Safeguarding and intervention options</li> </ul>   | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or attend Adult Support and Protection Case Conferences.</li> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul> |
| <p>Friday 17<sup>th</sup> March 2023 09:30-15:00</p>     | <p>ASP Level 2</p>   | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Identify risk</li> <li>• How to report risk</li> <li>• Cooperation and collaboration in inquiries</li> <li>• Role and remit responsibilities to fulfil duties</li> </ul> | <p>Stakeholders working with vulnerable adults across all sectors and agencies in West Lothian:</p> <ul style="list-style-type: none"> <li>• Practitioners who have caseload responsibility for actual/ potential adults at risk and/ or/significant contact with actual/potential adults at risk</li> <li>• Practitioners who report concerns or referrals</li> <li>• Practitioners who assist with inquiries/investigations or</li> </ul>   |

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|  |   |   | <p>attend Adult Support and Protection Case Conferences.</p> <ul style="list-style-type: none"> <li>• Line Managers with responsibility for supervising staff doing above noted tasks.</li> </ul>   |
| Friday 24 <sup>th</sup> March 2023 10:00 – 12:00 | Risk Assessment and Chronology training | <p>Work with Vulnerable people and/ or Adults at risk</p> <ul style="list-style-type: none"> <li>• Do Duty</li> <li>• Participate in Duty to Inquire and / or IRD stages Inc investigations in the Adult Support and Protection process</li> <li>• Complete reports for submission to Adult Support and Protection meetings</li> <li>• Attend Adult Support and Protection Case Conferences/ Reviews</li> </ul> | <p>Stakeholders working with vulnerable adults, Health and Social Care partnerships:</p> <ul style="list-style-type: none"> <li>• Identifying types of risk,</li> <li>• Evidence risk type(s) and</li> <li>• Mitigations in place Inc. protective factors.</li> <li>• Analyse what is known about the risk identified using Risk Assessment and Chronology tools to do this.</li> </ul> |

**Continuous professional learning (CPL) is the learning we do which, helps us develop our knowledge, skills and professional behaviour so we can deliver our best practice. As well as the above training sessions other learning opportunities can be found at:**

- The [West Lothian Public Protection website - adults](#) where there is a collection of 7-minute briefings on a range of topics with key links to legislation, forms and other agency websites. These can be used every day plus, in supervision.
- The Institute for Research and Innovation in Social Services ([Iriss](#)) aims to enhance the capacity and capability of the Scottish Social services workforce to access and make use of knowledge and research for service innovation and improvement.

The website is full of up-to date evidence-informed practice and has a Learning Exchange, a digital library containing audio, video and text based materials to support learning and development.

- The [SSSC](#) can support your learning and development. They have free learning resources on their [Learning Zone](#).
- [NHS Education for Scotland \(NES\)](#) is an education and training body and a national health board within NHS Scotland. They are responsible for developing and delivering healthcare education and training for the NHS, health and social care sector and other public bodies. They have a Scotland-wide role in undergraduate, postgraduate and continuing professional development. The NES website is full of up-to date evidence-informed practice and has many materials for use to assist learning and development in the workforce.

**Any other enquiries please contact:**

Wendy Ramsay, Lead Officer Adult Support and Protection, West Lothian Council [Wendy.Ramsay@westlothian.gov.uk](mailto:Wendy.Ramsay@westlothian.gov.uk)

Claire Murray, Adult Support and Protection Advisor, NHS [claire.murray@nhslothian.scot.nhs.uk](mailto:claire.murray@nhslothian.scot.nhs.uk)

We hope you enjoy and benefit from these training opportunities and find the information interesting and informative.

**Evaluation feedback:**

Following each training session, you are asked to provide evaluation feedback so we can learn and continuously improve the training content delivered to you. Your feedback is important to us!