

Safeguarding Adults Minute Taking Training

The training aims to provide a basic understanding of:

- The role of the Safeguarding Meeting
- The role of the Chair
- The role of other agencies
- The role as the minute taker

And guidance on:

- Organising and preparing for safeguarding adult meetings
- Recording and producing accurate, clear and concise safeguarding minutes
- Content and structure of safeguarding minutes
- Drafting, distribution and storage of minutes

The training will be provided over one 4 hour session, with follow up support to enable staff to feedback on practice experience and receive further guidance.

Who is the training for?

The training is open to Adult & Community Services staff of which taking minutes at Safeguarding Adults Meetings is part of their role. For training in general minute taking please see the webpage; <http://staff.devon.gov.uk/cr/learningdevelopment/ldoptions/learninganddevelopmentcourses.htm>

Those attending should have completed the Safeguarding Adults, Mental Capacity Act and Deprivation of Liberty Safeguards e-learning. E-learning can be accessed via your organization's Learning and Development Team or the DCC Workforce Development Admin Team at hrtahelp@devon.gov.uk or by phoning on 01392 383461.

Dates and Venues (8 places per session)

August	10 th	9.15am	to 1.15pm	The Annexe, County Hall, Exeter
August	17 th	9.15am	to 1.15pm	The Annexe, County Hall, Exeter
August	26 th	9.15am	to 1.15pm	The Annexe, County Hall, Exeter
September	18 th	12.30pm	to 4.30pm	Civic Centre, Barnstaple
September	24 th	12.30pm	to 4.30pm	The Annexe, County Hall, Exeter
September	28 th	12.30pm	to 4.30pm	The Annexe, County Hall, Exeter

To book a place:

Please obtain agreement from your line manger and then visit www.devon.gov.uk/onlinebookings You will need to follow the drop down menus through Working with Adults and Vulnerable People, Safeguarding Adults, etc. Anyone who hasn't used this system before will need to register as a new user. Assistance can be obtained by ringing 01392 383461

If you have any problems or are unable to access courses on line please contact the Course Administrator Richard Rainbow on 01392 38 32 72 or via email on richard.rainbow@devon.gov.uk

There is no charge for this training but there is a penalty of £60 per day for non attendance

Further information

Further information on Safeguarding Adults and the MCA can be found on the Devon Safeguarding Adults website. www.devon.gov.uk/adult-protection.

If you wish to discuss other Safeguarding Adults or MCA training needs please contact vernon.whitlock@devon.gov.uk