



Merseyside

**FIRE & RESCUE  
SERVICE**

**SAFEGUARDING  
WORKFORCE  
DEVELOPMENT STRATEGY**

**2017 - 2020**

## Introduction

This Safeguarding Workforce Development Strategy sets out Merseyside Fire and Rescue Authority's (MF&RA) commitment to ensuring all staff receive appropriate training and competencies that are appropriate and relevant to the individual's role and responsibilities within the organisation.

The framework within this strategy is aligned with nationally recognised competencies, specifically the Bournemouth University National Competence Framework for Safeguarding Adults published in May 2012 and the Children's Competency Framework published in June 2011.

The framework provides a baseline for all MF&RA staff and levels of competency that can be expected from individual's receiving a service from our organisation.

All employees (including volunteers) should receive training that is relevant to their role within the organisation, however as a minimum, all staff will be expected to be able to identify abuse and neglect and know how to report a safeguarding concern.

This strategy should be delivered in conjunction with SI 0713 (Safeguarding Adults and Children) and PROPOL09 (Safeguarding Policy).

## Training and Development Needs

MF&RA Safeguarding Review Group will review the training and development provision on an annual basis.

All new starters to MF&RA, as part of their induction, will receive a safeguarding basic awareness presentation that will enable them to identify areas of abuse and neglect and understand how to report this concerns using MF&RS policies and procedures.

## Identifying Staff Groups

The table below identifies staffing roles within MF&RA and the expected competencies required to undertake their role. Refresher training at all levels will be required every two years.

<b>Staff Group A (Level 1) – Safeguarding Adults and Children Alerts (On Line)</b> Members of this group are required to have a basic awareness to understand types of abuse and neglect, how to identify individuals at risk and how to report this using MF&RS processes, policies and procedures.	
<ul style="list-style-type: none"> <li>• All Grey Book Staff</li> <li>• All Green Book Staff</li> <li>• Authority Members</li> <li>• Apprentices</li> <li>• Volunteers</li> </ul>	<ol style="list-style-type: none"> <li>1. Understand what safeguarding is and their role in safeguarding adults and children;</li> <li>2. Recognise an adult or child potentially in need of safeguarding and take appropriate action;</li> <li>3. Understand their responsibilities for raising a safeguarding concern using MF&amp;RA procedures, taking into account the individuals wishes;</li> <li>4. Understand dignity and respect when working with individuals;</li> <li>5. Have a knowledge of MF&amp;RA policies and procedures that support safeguarding activity; and</li> <li>6. Understand and be able to adhere to basic principles of information sharing.</li> </ol>
<b>Staff Group B (Level 2) – Safeguarding Principles and Practice (1 Day Training)</b> Members of this group will be able to act on concerns and contribute appropriately to local and national policies, legislation and procedures. This group will need to be able to work within a multi-agency context.	
<ul style="list-style-type: none"> <li>• Group Managers</li> <li>• Station Managers</li> <li>• Hub Managers</li> <li>• Protection Officers</li> </ul>	<p><b>As above <u>plus</u>:</b></p> <ol style="list-style-type: none"> <li>7. Demonstrate skills and knowledge to contribute effectively to the safeguarding process;</li> <li>8. Have an awareness and application of a range of local and national policies and procedural frameworks when undertaking safeguarding activity;</li> <li>9. Ensure adults at risk and their representatives are supported appropriately to understand the safeguarding process and that the wishes of the individual are central to MF&amp;RA response;</li> <li>10. Understand the need to preserve evidence;</li> <li>11. Understand when to involve other emergency services;</li> <li>12. Understand the importance of maintaining accurate, complete and relevant notes;</li> <li>13. Develop the required level of skills and knowledge to contribute to a safeguarding enquiries; and</li> <li>14. An understanding of Early Help, CAF/TAF processes, Child in Need, Child Protection, Child Sexual Exploitation, Female Genital Mutilation and the associated thresholds.</li> </ol>

**Staff Group C (Level 3 & 4) – Safeguarding Adults Managers Response (1 Day Training) & Safeguarding Enquiries (2 Day Training) :**

Members of this group will be able to act on concerns and contribute appropriately to local and national policies, legislation and procedures. This group will need to be able to work within a multi-agency context.

• Safeguarding Officers

**As above plus:**

15. Actively engage in supporting a positive multi-agency approach to safeguarding;
16. Support the development of robust internal systems to provide consistent, high quality safeguarding services;
17. Ensure recording systems are robust and fit for purpose;
18. Appropriately manager any concern raised by a member of MF&RA staff, or anyone at risk of abuse and neglect;
19. Appropriately support MF&RA staff and service users who report concerns;
20. Demonstrate an awareness of the need to promote working practices which minimise the risk of abuse (prevention);
21. Contribute effectively to strategy discussions and meetings; and
22. Carry out effective risk assessments and any other tasks allocated at the strategy meetings.

**Level 4**

23. Actively engage in supporting a positive multi-agency approach to safeguarding;
24. Demonstrate and ability to carry out effective joint enquiries with relevant partner agencies;
25. Communicate effectively with partner agencies to share information appropriately to ensure the immediate safety of individuals;
26. Undertake robust risk assessments;
27. Develop a comprehensive knowledge of safeguarding adults and children legislation, human rights legislation and safeguarding policy; and
28. Good knowledge of Making Safeguarding Personal; and
29. Relevant skills in having difficult conversations with adults at risk and their representatives to ensure that the wishes of the person are central to the safeguarding enquiry and the safeguarding plan where appropriate.

**Staff Group D (Level 5) – Incident Management – Chairing and Convening Safeguarding Meetings (2 Day Training) :**

Members of this group will be responsible for ensuring that there is a robust multi-agency response to safeguarding alerts and ensure plans are in place to protect individuals when required. These staff are fully committed to safeguarding adults and have in place appropriate systems and resourced to support this work in a intra and inter agency context.

- Designated Safeguarding Officer
- Strategic Safeguarding Lead Officer

These responsibilities will be discharged via:

- Strategic Safeguarding Manager (Adults)
- Strategic Safeguarding Manager (Children)

**As above plus:**

30. Co-ordinate effective joint enquiries in consultation with relevant partner agencies;
31. Co-ordinate effective joint enquiries in consultation with the person at risk and/or their representative;
32. Chair safeguarding meetings;
33. Support the development of robust internal systems to provide consistent, high quality, safeguarding services;
34. Direct professionals (where appropriate) to undertake safeguarding enquiries, giving clear rationale for decisions taken;
35. Co-ordinate clear strategies for the immediate protection of people at risk in consultation with them and their representatives;
36. Provide clear closing strategies for incidents and ensure that appropriate safeguarding plans are in place with arrangements for review;
37. Have an awareness of national and local policy development and learning from national and local case reviews.