

Safeguarding Bedfordshire
(Children and Adults)



Safeguarding Bedfordshire Course **Directory 2018-2019**

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Courses will become available after you have successfully registered on the e-learning registration system.



Safeguarding Children Courses

Awareness of Child Abuse and Neglect Suite

These three courses cover a variety of child protection and safeguarding children issues and are suitable for anyone who comes into contact with children. They aim to inform about the various types of abuse or neglect to a child and then explain what you must do if you suspect that a child is being abused or neglected.

Awareness of Child Abuse and Neglect – Core

This course is suitable for everyone who works directly with children and young people, including frontline professionals. This course covers a variety of child protection and safeguarding children issues and is suitable for anyone who regularly comes into contact with children or who may be asked to contribute to the assessment of children in need.

The course aims to inform about the various types of abuse and neglect that can happen to a child and then explain what you must do if you suspect a child is being abused or neglected. This course allows you to choose the legislation which applies to your country, should it be England, Wales, Scotland or Northern Ireland.

A section of this course looks into multi-agency cooperation focusing specifically at Police, Social Services, Social Housing, Healthcare, Education (Early Years, Primary, Secondary, Further or Higher), Prisons, Secure Units, Probation, Youth Justice Youth Groups Community Groups & Voluntary groups.

Awareness of Child Abuse and Neglect – Foundation

Aimed at those who have direct contact with children. This is a slightly shorter version of the Awareness of Child Abuse and Neglect - Core, and it is designed to be suitable for all, not just child specialists.

An Introduction to Safeguarding Children

Aimed at those who have occasional contact with children.



Further safeguarding courses:

Safeguarding Children in Education

In this course, you'll learn how to safeguard children in an educational setting and about the legislation that governs this. By the end of the course you should be able to recognise the legislation and guidance that governs safeguarding children in education and recognise the signs of abuse and neglect. You should be able to identify safe working practices in education settings, identify what to do if you have concerns about children and recognise the importance of early intervention.

Safeguarding Children and Young People from Abuse by Sexual Exploitation

Increases awareness of the main issues in the sexual exploitation of children and young people and raises awareness of the legislation and guidance that applies to vulnerable groups and how these policies can be applied in practice. Aimed at anyone who comes into contact with children and young people during the course of their work.

Safeguarding Children Refresher Training

It is a statutory requirement for anyone who works with children to update their knowledge of legislation and guidance in order to maintain the ability to act on any concerns that reflect the welfare of children and young people. This training should be undertaken every three years.

Safeguarding Everyone – Protecting Children, Young People and Adults at Risk

Anyone who works within health and social care understands how important it is to always ensure the safety and security of those in their care. This course provides the knowledge required to recognise the signs of abuse and an understanding of how to respond appropriately to suspected or alleged abuse.

Basic Awareness of the Sexual Exploitation of Children and Adults

This course is aimed at individuals and professionals who need to understand how to safeguard vulnerable children, young people and adults who are at risk of being sexually exploited. This course aims to give you an awareness of what sexual exploitation is and how to identify it whilst also describing the best practice of how to safeguard those who are at risk.

Basic Awareness of Domestic Abuse including the impact on children

Helps you to explain, describe and recognise the signs of domestic violence and neglect. It will also help you identify ways to support victims, identify the 'dos and don'ts', recognise when it is appropriate to assist, know where and when to get help and be aware of best practice.



Trafficking, Exploitation and Modern Slavery

This course is about understanding, combating and helping people who are being trafficked, exploited or used in modern slavery. It examines different types of exploitation, how individuals become victim to abuse and what actions professionals should take to recognise victims and help them. This course is suitable for those working with children, young people and adults.

Understanding Pathways to Extremism and the Prevent Programme

This course is aimed at all professionals who work in sectors where they come into contact with people who may be vulnerable to radicalisation, whether they are adults, children or young people.

The aim of the course is to give you an awareness of the radicalisation process so you can feel confident about being proactive in taking a multi-agency approach to early intervention and support.

Self-Harm and Suicidal Thoughts in Children and Young People

This course aims to educate learners about the warning signs, risk factors and actions to take should they suspect a child or young people is self-harming or having suicidal thoughts.

A New Approach to Child Poverty

This course has been created with children in mind and will help learners to identify children and families living in poverty and support them in overcoming their poverty. Completing this course will help you understand legal legislation (The Child Poverty Act 2010), child poverty and its disadvantage, the impact child poverty has on those around them and you will learn your role as a practitioner.

An Introduction to FGM, Forced Marriage, Spirit Possession and Honour Based Violence

Provides an understanding of Female Genital Mutilation, Honour Based Violence, Spirit Possession and Forced Marriage. These are the four main types of abuse that stem from culture related traditions and this course increases awareness of specific cultural and religious needs whilst providing the knowledge practitioners need to be confident when conversing with those from a different cultural background around the subjects

E-Safety – Guidance for Practitioners

Safeguarding risks are associated with the internet and other forms of modern technology. This course helps you understand the different ways children and young people use technology and how this can make them vulnerable.



Safer Recruitment

This course covers the legal requirement relevant to anybody involved in the recruitment of people who work with children, young people or vulnerable adults.

This Safer Recruitment training course considers statistics relating to safer recruitment, the background to the introduction of the more robust safer recruitment processes, and the precautions you can put in place to recruit safely.

Hidden Harm

When it comes to drug and alcohol misuse in adults focus is often on the parent. This course aims to emphasize the effects on children and young people, raises awareness and helps spot signs and identify appropriate windows to help break the cycle and safeguarding the child.

Parental Mental Health

This course raises awareness of the main issues surrounding mental health in parents and focuses on how this can impact children and young people. It increases understanding of the causes and symptoms of mental health and knowledge of how to advise and support parents, children and young people.

Safeguarding and Leadership

This course is intended for operational managers at all levels, including supervisors, frontline managers, managers of child protection units and those involved in the specification, commission and monitoring and / or provision of services to children, young people and their families. It provides an understanding of what is required to ensure that appropriate safeguarding training, monitoring and leadership is embedded through all organisations.

Collaborative Working: A Whole Family Approach

This course provides the learner with an understanding of the impact of whole family working and the key principles of whole family intervention.

Integrated Working: Information sharing for the lead professional

Since its introduction, integrated working has become the cornerstone of professionals' working practices; and coupled with the Early Help Assessment now provides a solid basis for delivering frontline services.

Information Sharing Level 2

This course aims to change the perception that information sharing and data security are complex issues by simplifying and clarifying the processes so that the learner feels more confident in understanding what they can share, when they can share it and with whom.



Safe Sleeping for Babies – Reducing the risk of SIDS

This course promotes and supports key safe baby sleeping messages, raising the awareness of parents, family members or other people who come into contact with families.

Working with Children with Disabilities

This course aims to raise awareness of specific needs of these disabled children in relation to their vulnerability and communication. The course contains an overview of the national and local agenda in relation to children with disabilities, basic knowledge of the range of protection needs of disabled children and information on how you can enable them to communicate about their experiences and provide support.

Safer Working Practices

This e-learning course has been produced to help staff establish the safest possible learning and working environments.

Early Child Development – Foundation

This course provides learners with an increased awareness of child development issues and highlights the factors that affect the individual pathway along which each child develops.

Child Accident Prevention

Accidents can happen anywhere in and around the home; there are potential hazards in every home, such as household chemicals, hot water, sharp objects and heights. Young children are not able to assess the risks all these hazards can present. The course will look at access to supplementary guidance, risk factors, preventative measures and treatments after accidents.

Risk Taking Behaviour

Risk Taking Behaviour can be defined as, 'the tendency to engage in behaviours that have the potential to be harmful or dangerous, yet at the same time provide the opportunity for some kind of outcome that can be perceived as positive.' Clearly from this definition we can see that although such behaviours may seem dangerous are wrong they do have an appeal factor for young people. This training will look at different forms of Risk Taking Behaviours allowing participants to raise awareness, minimise harm and foster a non-judgemental approach.

Supervision and Appraisal in Early Years Settings

This course provides advice and guidance that will help you make a smooth and fulfilling transition to a supervisory role and help to ensure that you enjoy a positive professional working relationship with your work colleagues.



Short Breaks for Disabled Children

The courses provide delegates with knowledge and skills in a range of topics from introducing disabilities, managing challenging behaviour, communicating with disabled children.

Teenage Pregnancy

The aim of the module is to increase awareness of the main issues around teenage pregnancy and young people's sexual health. By helping to give the learner a better understanding of these issues, it will help to develop the learner to work in a way that improves outcomes for young people. This module looks at the risk factors associated with teenage pregnancy, including positive interventions aimed at reducing the under 18 conception rate. It is intended for all workers who are in regular contact with young people and/or their families to help them work towards achieving the above objectives.

Although this course uses examples and scenarios from Manchester, it is equally useful to anyone outside of this area.

Strategic Managers in Integrated Working

The focus of this course is the integrated working between these people, why it is important, who it can affect and the most effective way to achieve this through the use of three main components. Common Assessment Framework (CAF), Information Sharing and Lead Professional.

Common Core of Skills and Knowledge

The course will give you practicable advice on how to approach certain situations involving children, make you aware of any policies or procedures, look at theories relating to child development and, ultimately, improve your performance within your job role whilst keeping children safe. The course is also designed to be relevant for all staff, paid and voluntary, working with children and young people.

Children's and Young People's Development in Health and Social Care Settings

This course aims to increase awareness of the prime concerns around children's and young people's development. It presents learners with an increased understanding of the expected pattern of development and details the factors that can influence development.

Communication in Health and Social Care or Children's and Young People's Settings

This course has been designed to provide learners with a basic understanding of what communication is, and how it can be used to support people who need help.

Personal Development in Health, Social Care or Children's and Young People's Settings

This course has been designed for health and social care workers operating in a wide variety of health and social care settings.



Duty of Care in Health, Social Care or Children’s and Young People’s Settings

It is vital that those working within health, social care or children and young people’s settings not only understand what it means to have a duty of care in their work role but also how to effectively implement duty of care in everything they do.

Equality and inclusion in Health, Social Care or Children’s and Young People’s Settings

This module has been designed to provide learners with the knowledge and skills required to promote and implement equality and inclusion.

Understanding Animal Welfare in Violent Homes

The course has been designed to help frontline staff understand the link between family abuse and animal abuse, and is aimed at all professionals who have a responsibility to safeguard vulnerable children, young people and adults at risk.

‘Keeping them Safe’ – Protecting Children from Child Sexual Exploitation

Thousands of children in the UK are at risk of being forced or manipulated into sexual activity in a form of abuse called child sexual exploitation. This abuse can happen to any child, anywhere. Knowing what to look for is an important way you can help to protect your children. Parents Against Child Sexual Exploitation (Pace) and Virtual College have teamed up to provide this short (20 to 30 minutes) online course designed for parents and carers.

This course will help you to:

- Understand child sexual exploitation
- Find out how to spot the signs
- Know who to report any concerns to

Talking to your Children about Emotional Resilience and self-harm

Thousands of children and young people in the UK are thought to be impacted by self-harm each year. Spotting the signs can be difficult, and approaching the subject with your children can be an uncomfortable experience.

This online course has been designed to provide you with a basic awareness of the subject to help you approach your children with confidence about the issue.



Female Genital Mutilation

A recent study revealed that 137,000 women in England and Wales are estimated to be living with the consequences of Female Genital Mutilation (FGM). To address this issue, the Home Office and Virtual College have launched this free online FGM training.

Throughout this course, we follow a young girl named Hope as she encounters the key issues relating to FGM and we see how they affect her throughout her life. The training will help a wide range of professionals to identify and assist girls who are at risk of FGM.

This course is useful for anyone who is interested in gaining an overview of FGM, particularly frontline staff in healthcare, police, border force and children's social care.



Safeguarding Adult Courses

Working with Adults who Self-Neglect

Upon completing this module, you should be able to define self-neglect, explain the different manifestations of self-neglect and how to detect it, and understand the appropriate legislation and how it relates to your role.

Mental Capacity Act

The Mental Capacity Act is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive or controlling. This course aims to help care workers look at how the Act will affect them and to help them to develop best practice to include in the new legislation.

Safeguarding Adults

This training course is for anyone who encounters adults at risk of abuse in the community, in a person's own home, in a hospital, in a day care or residential setting. This includes formal and informal carers, volunteers, health and social care professionals.

Deprivation of Liberty Safeguards

This module is aimed at everyone working in health and social care that makes decisions for people who may lack capacity and who require a knowledge of the Mental Capacity Act and, specifically, the issue of deprivation of liberty safeguards (often shortened to DOLS).

Dignity in Care

'Dignity' can be a difficult term to define. This is because dignity means different things to different people and can cover a wide range of topics. We believe that dignity is about ensuring that people in care are treated with dignity and respect in adult social care whatever the setting. On completion of this course learners will: understand how the people we support might feel when not treated with dignity and respect; know what constitutes best practice; understand why inappropriate staff attitudes must be challenged; and ensure all staff working in adult social care employ best practice

Dementia Awareness

This module aims to raise carers' understanding about the lived experience of a person with dementia, looking at the person first and then exploring simple techniques to help keep the person with dementia independent for longer



Medication Awareness

This course aims to provide learners with the knowledge required to support the use of medication in health and social care settings. It provides information on the different types, classifications and forms of medication, as well as providing guidance on safe storage and disposal.

Moving and Handling Objects and People

Moving patients is one of the most important skills needed in an NHS or care environment. It is important to move patients carefully to avoid any injury. This moving and handling course provides learners with the knowledge they need in order to reduce the change of causing any injury whilst moving loads in their environment.

The Role of the Health and Social Care Worker

This course aims to provide learners with an increased understanding of the nature of working relationships within health and social care, as well as raise awareness of the importance of working in ways that are agreed with the employer and working in partnerships with others.

Person Centred Approaches in Adult Social Care Settings

Person centred planning is crucial to providing quality care and support. It helps professional care and support workers find out what is important to the person they support and enables services to be built around what matters most to that individual. This module has been designed to provide learners with the knowledge and skills required to promote and implement person-centred approaches in adult social care settings. On completion learners will have an increased understanding of person-centred approaches including the importance of consent and the role of risk assessment.

An Introduction to Health and Safety

All businesses have a legal obligation to ensure that their employees are protected from harm in the workplace. This online Health and Safety course helps you to fulfil legal requirements for providing workplace training; it also promotes staff awareness that can lead to greater efficiency, lower insurance costs and a reduction in lost time.

Falls and Fractures Prevention in Older People

We all worry about what to do if an older person falls, and within the 10 sections this course covers, teaching on how to care for an individual that has fallen is essential knowledge for everyone. Equally, the roles we all undertake as individuals within or outside of the health care profession are outlined, alongside equipment that may aid an older person who has fallen in the past or to prevent a future fall.



The Management of Urinary Catheterisation for Adults

Having completed this e-learning course, learners will understand what the Management of Urinary Catheterisation for Adults involves and they should also be able to apply the principles learnt in this course into practice.

The Assessment and Management of Urinary Incontinence and Bladder Dysfunction in Adults

Urinary incontinence and bladder dysfunction is common among people of all ages, affecting about one in eight men and one in four women. This equates to approximately three to six million people in the UK. It can have numerous social and physical impacts which can be very damaging to sufferers, and is often viewed as a 'hidden' issue due to the embarrassment it can cause.

However, healthcare workers can make a huge difference to people's lives, often simply by increasing patient awareness and discussing ways in which they can take control of their lives again. As a result, this module aims to increase awareness of the main issues around bladder incontinence and provide the learner with the information needed to undertake a holistic assessment of individuals with urinary incontinence and bladder dysfunction, and initiate appropriate treatment.

Tissue Viability

Pressure ulcers can be extremely painful, difficult to treat and in some extreme cases even life threatening. As a result, this module has been designed to provide learners with an increased awareness of the causes and contributing factors of skin pressure damage, referred to as ulcers. This module provides learners with an increased understanding of the regulatory requirements relating to tissue viability, as well as information on appropriate wound care.

Anaphylaxis Awareness

Anaphylaxis is a rare but very serious condition and it is vital that all employees working in a healthcare environment are aware of the condition, including its causes, symptoms, diagnosis and treatment.

As a result, this module aims to provide the learner with an increased understanding of anaphylaxis, its potential causes and symptoms. On completion, the learner will also have an increased understanding of the appropriate treatment and actions to take should they suspect a patient may be suffering an anaphylactic reaction.

Awareness of Forced Marriage

This safeguarding course aims to raise awareness of forced marriage and help professionals who have a responsibility to safeguard vulnerable children, young people and adults. It explores the warning signs of forced marriage and the right actions to take to help protect potential victims.

Statutory and Mandatory Training Courses

Basic Life Support (Non Clinical)

Learning Objectives:

- Be able to recognise cardiorespiratory arrest
- Know how to summon emergency help
- Be able to start CPR using chest compressions

Basic Life Support (Paediatrics)

Learning Objectives:

- Understand current legislation and local resuscitation policies and procedures
- Know how to recognise and respond to patients with clinical deterioration
- Know how to apply the local 'Do Not Attempt Cardiopulmonary Resuscitation' policy
- Understand your individual role and responsibilities in responding to an emergency event working within the limits of your personal capabilities
- Be able to initiate an appropriate emergency response, including:
 - Knowing when and how to call for help
 - Providing basic airway management
 - Initiating and maintaining effective lung ventilations
 - Initiating and maintaining effective chest compressions

Basic Life Support (Newborns)

Learning Objectives:

- Understand current legislation and local resuscitation policies and procedures
- Know how to recognise and respond to a newborn child, escalating care in accordance with local policy
- Understand the importance of temperature control in the care of the newborn
- Be able to initiate an appropriate emergency response, including:
 - Providing basic airway management
 - Initiating and maintaining effective lung ventilations
 - Initiating and maintaining effective chest compressions
- Knowing how and when to call for help



Conflict Resolution

Learning Objectives:

- Understand what conflict is, how it arises and how the risk of conflict can be minimised
- Appreciate the role of communication in conflict and conflict management
- Be able to describe the procedural, environmental and legal context of violence in the workplace
- Know what to do if a violent incident occurs and understand what support is available
- Be able to describe the role of NHS Protect and Local Security Management Specialists in keeping NHS staff safe

Customer Care

Learning Objectives:

- Recognise what makes good customer care in health and care services
- Understand why health and care organisations need a customer care program
- Know the key customer care skills and how to use them effectively
- Be familiar with how the national and local complaints procedures work

Dignity in Care

Learning Objectives:

- Understand the impacts on patients when they are not treated with dignity
- Recognise the legal framework that exists in relation to dignity in care provision
- Be aware of the key areas of poor practice in healthcare settings
- Understand the principles that underpin dignity in care
- Know what constitutes best practice when providing services with dignity and respect
- Recognise the importance of active participation and self –care in supporting patients' dignity
- Be able to support individuals in making choices, asking questions and raising concerns about their care



Equality Inclusion and Human Rights

Learning Objectives:

- Be able to define the terms 'equality', 'diversity' and 'human rights'
- Understand how legislation promotes equality diversity & human rights
- Recognise the benefits that an inclusive approach can have on society, your organisation & the people you work with
- Know how to treat people with dignity, courtesy, respect and value people as individuals
- Understand how to promote inclusion in your workplace
- Know what to do if you have concerns about equality and diversity practices in your organisation

Health Safety and Welfare

Learning Objectives:

- Have a better understanding of health & safety legislation
- Have an awareness of health, safety & security, occupational health and well-being provision
- Know about the risk assessment process in your workplace
- Know about the incident reporting process in your workplace

Information Governance

Learning Objectives:

- Understand the principles of information governance and how they apply in every day working environments
- Be familiar with the fundamentals of data protection, GDPR, confidentiality and the Caldicott Principles)
- Know, within the context of your role, how you can apply and maintain information security guidelines
- Be able to maintain good records in line with information governance principles
- Understand the responsibilities of healthcare organisations and individuals



Lone Working and Security Awareness

Learning Objectives:

- Know what lone working is and why it is an important area of concern
- Understand what responsibilities your employer has to you and also what responsibilities you have
- Know how to do a basic assessment to see what potential risks may arise from lone working
- Know how to act and what precautions to take in order to reduce the risks of lone working
- Understand some of the key questions you can ask yourself in order to assess your own situation each time you work alone

Medication Awareness/Management

Learning Objectives:

- Be aware of relevant legislation and how it feeds into local policy
- Be able to define roles and responsibilities as they apply to the management of medication
- Be able to describe the suitable recording of reporting techniques relevant to medication administration
- Be able to recognise the different types of medication
- Be able to describe relevant techniques for administering medication
- Be able to list considerations when receiving, storing and disposing of medication
- Be able to identify the rights of an individual as they relate to medication
- Know the steps you should take within your role when medication issues arise where you can go for help.

Moving and Handling (Non-clinical)

Learning Objectives:

- Recognise the importance of good back care and identify risk factors that may cause injury
- Understand your organisation's and your own responsibilities for promoting best moving and handling practices
- Understand the factors to be included in a risk assessment and choose suitable risk control strategies
- Know where to access additional resources including legislation, local/national policies and guidelines



Slips, Trips and Falls

Learning Objectives:

- Know why it is important to prevent slips, trips and falls
- Understand what can cause slips, trips and falls, including falls from height
- Be familiar with legislation relating to slips, trips and falls
- Understand the role of risk assessment
- Know what can be done to prevent slips, trips and falls
- Be aware of your role in preventing slips, trips and Falls

Awareness of Mental Health, Dementia and Learning Disability

Learning Objectives:

- Be able to explain the meaning of the terms mental health, dementia and learning disability
- Understand the needs and experience of people with mental health conditions, dementia or learning disabilities
- Be able to explain how positive attitudes will improve the care and support affected people receive
- Be able to describe the social model of disability and how it underpins positive attitudes
- Understand what adjustments might need to be made to the way care is provided
- Be able to explain why early detection of mental health needs, dementia or learning disability is important
- Understand legal frameworks, policy and guidelines relating to mental health conditions, dementia and learning disabilities

Infection Prevention and Control (Non Clinical)

Learning Objectives:

- Know how you can contribute to infection prevention and control in your workplace
- Be able to demonstrate the standard infection, prevention and control precautions relevant to your role, such as hand hygiene, personal protective equipment, exposure to blood and bodily fluids and waste management
- Understand your responsibility to prevent passing on infections in the workplace



Get Moving, Get Healthy

Regular participation in physical activities can make you happier and reduce your risk of diseases like diabetes. This course covers the health benefits of physical activity, how much you should be doing, the importance of diet and how you can incorporate exercise into your lifestyle.

Awareness of Type 1 Diabetes in Schools and Other Settings (Basic)

It is important that all professionals working in schools, and other settings where they come into contact with children and young people, are aware of what type 1 diabetes is and how to support those affected.

Virtual College has worked with JDRF to create a free course to give professionals a basic understanding of type 1 diabetes. Using a school as the setting, the free course follows a number of students with the autoimmune condition through their daily lives.

Learning Objectives:

- Know how to manage type 1 diabetes
- Understand the implications for not managing it properly
- Spot the signs of low and high blood glucose
- Support Children with type 1 diabetes

Awareness of Type 1 Diabetes in Schools and Other Settings (Advanced)

This is the more advance version of the previous course.