



## Implementing the Adult Support and Protection Act (Scotland) 2007

### INFORMATION & GUIDANCE

#### What is *Tell Someone*?

The Scottish Government has introduced new legislation to protect people from being harmed. It is called the **Adult Support and Protection (Scotland) Act**.

*Tell Someone* is a resource pack, funded by the Scottish Government, which helps people to understand how the Act affects them and what they should do if they suspect harm is occurring to someone.

*Tell Someone* is aimed at adult social care services in Scotland registered with the Care Commission, including services for older people. The resource pack provides relevant information for local authorities and the voluntary and private sectors. However, local authorities have their own arrangements to ensure that people are informed about the Act and *Tell Someone* is therefore targeted at the voluntary and private sectors.

*Tell Someone* contains information for the users of care services and carers; frontline social care staff; managers; and owners/boards of care services.

*Tell Someone* contains guidance on the Act, training materials, exercises and video clips of scenarios for discussion. It also contains information leaflets for users of services and carers; and for frontline staff. The pack is presented in a DVD case containing a cd-rom, DVD and an explanatory booklet on their use. It will also become available online.

#### How will *Tell Someone* be distributed?

*Tell Someone* will be distributed in two ways:

1. 1 day **Training for Trainers course** to 500 trainers/managers - suitable for them to cascade to people who use services & carers; frontline staff; managers; owners and boards

The Training for Trainers sessions will run in June, August and September throughout Scotland. Details of all the course Dates & Venues and Application Form, accompany this Information & Guidance leaflet and are shown online at [www.workforceinitiative.co.uk](http://www.workforceinitiative.co.uk)

2. **dissemination of the *Tell Someone* DVD resource packs** to 3,000 registered adult care services in Scotland, including services for older people. This will be on request from registered services from 30 June on, and in early September a pack will be sent to all those registered services which have not attended a *Tell Someone* Training for Trainers course.

#### Who should attend the *Tell Someone* Training for Trainers course?

This 1 day course is intended for managers of adult care services and/or people with a responsibility for training/staff development in adult care services, all including services for older people.

The likely participants will be:

- managers/deputes of care homes, day care centres
- owners/managers/supervisors of care at home or housing support services
- people with a responsibility for managing a number of registered services
- people who have a discrete responsibility for staff development or for staff development as part of a wider job role in the organisation

### **Expectation of *Tell Someone* Training for Trainers course participants**

The expectation is that participants, following the course, will cascade information from the *Tell Someone* pack to people within their own service, including people who use services and carers; frontline staff; managers; owners and boards of services. **This is key to participating on the course.**

In addition, given that there are around 3,000 registered services for adults in Scotland and only 500 places available on the course, there is a general expectation that participants on the Training for Trainers course will be open to cascading the information wider than their own service i.e. locally to take managers/trainers from other registered services through the information contained in the pack. This will be discussed during the Training for Trainers course. Nobody will be required to undertake this task, but participants on the course should be prepared to discuss how it might best be achieved.

There is an expectation that Training for Trainer course participants agree to collect feedback from those within their service who receive the information i.e. users of service and carers; frontline staff; managers; owners and boards. This will be to evaluate the impact of the information on those receiving it in relation to their understanding of the types of harm, the possible signs of harm and of how professionals should respond. The method of achieving this will be clarified on the course.

### **Distributing *Tell Someone* resource pack to all registered services**

The principle is that all 3,000 registered services, rather than simply receive *Tell Someone* through the post, have exposure to training/briefing about the best use of the pack and are able to discuss some of the issues in implementing the Act.

A key way to achieve this is for people who have been on the Training for Trainers course to cascade the information to services outwith their own. With the permission of those attending the *Tell Someone* Training for Trainers course, it is intended at least that they allow their contact details to be shared with those who have received the pack, but not been able to attend the course. By this means, these organisations might be better prepared to cascade within their own agency.

### **Please note**

The course is not intended for staff who are using the information primarily to inform themselves of the Act. Participants are expected to cascade the information at least within their own organisation.

Each registered care service is asked not to send more than one person to the *Tell Someone* Training for Trainers course. Organisations with more than one registered service may choose to send one person from each or send someone who will cascade the information across a number of registered services e.g. service manager or trainer.

### **Information and what next?**

If you wish to attend the *Tell Someone* Training for Trainers course please:

- choose where and when from the list of Dates & Venues
- complete the Application Form
- email it to Rona Montagneux at [admin@workforceinitiative.co.uk](mailto:admin@workforceinitiative.co.uk) (preferred method)
- post to Rona Montagneux at 76 Yokermill Road, Glasgow G13 4PF or faxed to 01292 270315.

Please ensure your booking is in at least 5 working days in advance of the chosen course. This may not guarantee a place if the course is over subscribed.

If you wish further advice, phone Rona at 07711 404017.

If you wish any further clarification please contact David Rennie at [david.rennie@workforceinitiative.co.uk](mailto:david.rennie@workforceinitiative.co.uk) or at 07946 607532.