



Promoting the Care & Protection of Adults in Scotland's Care Services

# A GUIDE AND TRAINING PACK

# **Welcome to the Tell Someone resource pack**

The enclosed CDROM and DVD introduce you to the Adult Support and Protection Act (Scotland), 2007. It is legislation introduced by the Scottish Government to protect adults from being harmed.

Tell Someone, funded by the Scottish Government, 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.

# What is in the CDROM?

The CDROM contains the following materials:

**A file entitled Tell Someone:** This contains the majority of the materials to be used in training and awareness raising. It is divided as follows:

**Section One:** The provisions and principles of the Adult Support and Protection (Scotland) Act, 2007

**Section Two:** Who is an adult 'at risk'?

**Section Three:** What is harm?

What is the nature of harm?

Who may act in a harmful manner?

Where harm may take place?

How an individual adult at risk may respond to harm?

What makes harm more likely?

What are the signs and indicators of harm?

**Section Four:** Disclosure

How to support and enable disclosure

**Section Five:** What to do if you witness or suspect harm?

Observing

Reporting

Recording

Supporting

Co-operating

**Section Six:** Training materials, outline programmes and case studies

### **Appendices**

Appendix 1: Summary of relevant legislation

Appendix 2: Guidance for owners/boards

Appendix 3: Glossary of Terms

PowerPoint slides to support the training materials and exercises described in Section Six

Filmed Video Clips – five of which can be used as case studies during training; one which provides an introduction to the Act for users of services and carers; and one which offers guidance for staff in situations when someone might disclose harm to them

Leaflets for users of services and carers and for staff in the care services organisation. These are designed to be able to be reproduced in the style of any organisation. This includes, for example, space in one of the formats available to place the organisation's name on the leaflet as part of the information available to each person who uses the service.

### **What is in the DVD?**

The DVD contains all the filmed video clips. This means, for example, that it can be viewed on a DVD player in a care home or in a person's own home.

## How to use the materials

There is a lot of information contained in the CDROM and you may not have time to work through it all. You will know your own situation best and what will and will not work. We would encourage you to look at as much as the material as you can so that you can see the range of choice available to you. The following guidance is offered as suggestions for its use.

### **The basics:**

It is important that any trainer or manager, cascading information from the resource pack to others, has a good understanding of the Act. This can be achieved by reading Sections One and Two which describe the main provisions of the Act.

### **For users of services and carers:**

The leaflet for users of services and carers and the filmed video clip (with voiceover) which describes the Act will help to give an introduction to what the Act seeks to do.

A trainer or manager who is facilitating this with users of services or carers will find Section Six: Exercises 1, 2, 6, 7 and 16 particularly useful.

**For frontline staff, supervisors and managers:**

In addition to knowing about the Act, Sections One and Two, it would be useful for staff to look at Section Three which informs about the nature of harm; and Sections Four and Five which describe what to do if someone tells you they have been harmed.

The whole of Section Six is specifically designed for staff training but some items are key to learning about and implementing the Act. This would include knowledge about the importance of the 3-Point Test (Exercise 16); what to do if someone discloses; and how to assist any Council officer (Exercises 10, 11, 13, 14).

There are outline programmes available in Section Six for training sessions lasting 2 hours, 3 hours and a whole day.

**For owners/boards of services:**

It is important for owners and board members to understand what the Act requires of them and this is found in Sections One and Two.

In addition, Appendix 3 in the Tell Someone file clarifies additional responsibilities within the role of owner or board member.

To go through and discuss Sections One and Two, together with Appendix 3, might reasonably take 1 hour. However, given the importance of the Act in the delivery of safe adult care, consideration might be given by owners or board members to undertake a session similar to one designed for staff.



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For further information see:  
[www.workforceinitiative.co.uk](http://www.workforceinitiative.co.uk)

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