

Social Care Training Programme



April 2026
to
March 2027

This Social Care Training Programme is for Private, Voluntary or Independent Care Organisations. It will be periodically updated and distributed.

How to book

- 1) Anyone can attend our courses but first check the course content is right for you.
- 2) Discuss with your Manager:
 - a) Whether the target audience and course content are right for you
 - b) How the course fits with your personal development plan
 - c) What you are aiming to achieve by attending the course
 - d) How the course will be paid for if there is a charge
- 3) External delegates should prepare the following information and email it to training.socialcare@westberks.gov.uk:
 - Name(s) of applicant(s)
 - Organisation
 - Contact email address for each applicant
 - Course name in full
 - Date required with alternative if available
 - Invoicing address if there is a charge
 - Any additional relevant details (e.g. access requirements, etc.)
- 4) Prior to attending your first course, please read our Learner Agreement (page 5). All delegates on our courses are expected to abide by these terms and conditions.
- 5) Please ensure you understand the charges that may be applied to attend the course (see page 6) and the Cancellation Policy (see page 7).
- 6) You will receive a response by email providing confirmation of your booking and all the information you need to attend the course. At this point you should enter the session in your calendar. You will also receive a reminder by email approximately 2 weeks before the course date.
- 7) Please ensure that all the details of the training course are correct and contact us if you have any concerns. In particular, note the date, times and venue of the course as failure to attend or late arrival will lead to a cancellation charge.
- 8) Please inform us if you have any mobility issues or learning requirements that we can support you with.

Course refreshments and catering

At all of the courses at Shaw House a range of teas and coffees will be available on arrival and at intervals during the session. Where possible we use fair-trade products. We also supply oat milk. Please bring your own sweeteners if you do not use sugar.

Free lunches are no longer provided at Shaw House. If you are attending a course at Shaw House that goes over a lunch time, you can either purchase lunch from their café (fresh locally made sandwiches*, light snacks and speciality hot drinks will be available to purchase) or bring your own.

Shaw House ask that only food purchased from them is consumed in the café area. If you bring your own food, seating is provided in another room or area. If you are not sure where you can eat your lunch, please ask a member of the Shaw House team.

*Sandwiches are subject to availability; it is recommended that you buy these at the start of your morning session or check availability on arrival.

Confirmation of attendance

Rather than issue paper certificates, we now send you (and your manager where appropriate) an email confirming your attendance. This will happen once the details from the course signing in sheet have been uploaded to the training database.

For this reason, it is essential that you always sign in at the start of the course. If you fail to do so there will be no record that you attended, and no confirmation of attendance will be provided.

Shaw House

For further information regarding Shaw House, our primary training venue, please visit www.westberkshireheritage.org/shaw-house.

Who to contact with training queries

Email: training.socialcare@westberks.gov.uk

Learner agreement

All delegates on our courses are expected to abide by these terms and conditions:

- I will regularly discuss my developmental needs with my line manager and regularly review my personal development plan
- Before undertaking any kind of training or development activity, I will discuss the purpose of the activity with my line manager and what I need to learn from the activity
- I will check that the aims and objectives and the target audience of a learning event is suitable to me
- I will, as far as I am comfortable, inform WBC Social Care Training of any particular needs I have that could make my learning experience more productive for me
- I will aim to be punctual and make an effort to succeed by working hard
- I will listen to the facilitator and other delegates and respect their views, opinions and diversity
- I will kindly challenge anyone who does not respect other people's views, opinions and diversity either openly, or I will speak quietly to the facilitator at the earliest convenient opportunity
- I will participate in discussions and exercises as requested, or notify the facilitator or HR Services if I am unable to participate in any aspect of the event
- I will (or I will ask someone to) inform WBC Social Care Training if I am unable to attend a training course or event at the earliest opportunity and I accept the Cancellation Policy (page 7)
- After undertaking any kind of training or development activity, I will discuss with my line manager whether it has been successful, what key things have I learnt and how my work will be affected by this
- I will complete the Training Evaluation Form at the end of the course and provide more detailed feedback if necessary
- I will report to my line manager if I feel that I, or any other person, have been denied a training and development opportunity on the grounds of racial or ethnic origin, colour, gender, age, disability, sexual orientation or religious belief
- I will report to the facilitator, my line manager or WBC Social Care Training if I have a concern about poor practice identified within a workplace
- I understand that training is normally provided using West Berkshire Council's general social care policies and procedures and I will also ensure I am using any relevant local policies and procedures in place for my team or organisation
- I agree to you keeping the personal data I have provided on this form as well as a record of training events I will attend and I have attended. I understand that this information will be used to provide relevant and required statistical management data

Charges

The following table is designed to help you identify what you will be charged.

Identify from the list on the left of the table where you are from and follow the line across to see what you will pay for each type of course.

Where are you from?	Courses and Programmes					
	Corporate courses		Foster care courses		Social care courses	
	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
WBC corporate employees	£0	£0	£0	£0	£0	£0
WBC social care employees	£0	£0	£0	£0	£0	£0
WBC foster carers	£0	£0	£0	£0	£0	£0
Personal assistants	£58.80	£35.20	£58.80	£35.20	£58.80	£35.20
Private social care	£122.20	£68.10	£122.20	£68.10	£122.20	£68.10
Voluntary/ Associated Social Care	£122.20	£68.10	£68.10	£35.20	£68.10	£35.20
All others	£122.20	£68.10	£122.20	£68.10	£122.20	£68.10

Please note that there are several courses that we do not charge for (see the individual course descriptions) but our cancellation policy and fees still apply.

Trainer hire (per day)	
Accredited private social care and voluntary social care organisations	£212.50
All others	£550.60

Cancellations

Cancellations made up to 14 days before the course takes place, will not be charged.

Late Cancellations made less than 14 days before the course take place, or **non-attendance** without prior notification, will be charged at the standard rate for the course missed unless:

- A replacement staff member attends
- If the late cancellation/non-attendance is due to sickness or an unavoidable emergency and provided that training administration receive an email to advise that the member of staff can not/did not attend due to sickness or an unavoidable emergency

Please note:

- Late cancellation/non-attendance due to pre booked medical appointments or work commitments will be charged
- WBC Social Care Training reserve the right to charge where late cancellation/non-attendance as above happens on more than one occasion and they believe that any of the above clauses are being misused

Where courses are funded (in other words, there is normally no charge to the service) late cancellation/non-attendance will be charged at our standard full day rate, unless otherwise stated.

WBC Social Care Training will only cancel a course if there are insufficient delegates to make it cost effective or in exceptional circumstances. We aim to notify delegates of cancellation at the earliest opportunity.

Channel Awareness (e-learning)

For social care workers

ADULT and CHILD

This free training package is for anyone who may be asked to contribute to, sit on, or even run a Channel Panel. It is aimed at all levels, from a professional asked to input and attend for the first time, to a member of staff new to their role and organising a panel meeting.

Site address: <https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

Deprivation of Liberty (DoLS) Level 1

For anyone working in adult social care

ADULT

The Deprivation of Liberty Safeguards (DoLS) amends the Mental Capacity Act 2005 and has had a considerable impact on those working with people with mental health or learning disability issues.

DoLS ensures that where a person lacks capacity and the Mental Health Act cannot be used to secure their detention, that there is a viable legislative alternative. Without it, those placing someone lacking capacity in care homes and hospitals under certain conditions without legal authority can face legal challenge.

This course raises awareness of DoLS and provides the essential knowledge that staff need in order to work with and implement DoLS effectively and ensure compliance.

This course covers:

- An overview of the key parts of MCA 2005
- What is a Deprivation of Liberty? Understanding the Acid Test
- Restraint and how to make it lawful
- How a Deprivation of Liberty is authorised?
- Managing authorities and supervisory bodies
- Applying for Standard or Urgent authorisations
- DoLS assessments
- Reviews of authorisations
- Rights to advocacy and the role of the person's representative court of Protection

02 July 2026	09:30-16:00	Webinar via Zoom
03 December 2026	09:30-16:00	Webinar via Zoom

Deprivation of Liberty Masterclass

For Social workers and social work managers

ADULT

This course is aimed at delegates who have already completed level 1.

It is an update on level 1 with an emphasis on legal cases involving a deprivation of liberty and the lessons to be learned for professional staff. The key legal developments in this area will also be covered.

20 October 2026	9:30-16:00	Webinar via Zoom
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Epilepsy & Emergency Treatment

For Social Care Workers

ADULT and CHILD

This course is an introduction for those working in a care role. It aims to provide an awareness of epilepsy and an understanding of the physical, emotional and social challenges that individuals may have to face.

This course covers:

- Explaining the myths
- Recognise epilepsy, types of seizures
- An introduction to the brain
- Diagnosing epilepsy
- Treatment & control of epilepsy
- What to do when someone is having a seizure, practical management
- Emergency treatment using oromucosal (buccal) Midazolam with practical; includes a demonstration and use of syringe
- Managing epilepsy and the impact of epilepsy on a person's life
- Supporting vulnerable people with epilepsy and maintaining dignity and respect

There is a competency worksheet that must be completed at the end of the session.

A mandatory requirement for attending this session is to be up-to-date with Medication Administration training. Both sessions have a requirement to be updated annually.

10 June 2026	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
15 October 2026	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
27 January 2027	09:30-15:30	Shaw House, Church Road, Shaw, Newbury

Epilepsy & Emergency Treatment Refresher

For Social Care Workers

ADULT and CHILD

This course is a refresher for those working in a care role. It aims to provide an awareness of epilepsy and an understanding of the physical, emotional and social challenges that individuals may have to face.

There is a competency worksheet that must be completed at the end of the session.

A mandatory requirement for attending this session is to be up-to-date with Medication Administration training. Both sessions have a requirement to be updated annually.

07 July 2026	09:30-13:00	Shaw House, Church Road, Shaw, Newbury
03 November 2026	09:30-13:00	Shaw House, Church Road, Shaw, Newbury

Female Genital Mutilation (FGM)

For Children' Services staff

CHILD

A free online safeguarding training course developed for the Home Office by Virtual College. To address this issue, the Home Office is championing a proactive approach and has launched this free online FGM training package. The training will help a wide range of professionals to identify and assist girls who are at risk of FGM.

Site address : <https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm>

Fire Awareness Introduction & Refresher

For anyone

CORP

This course is a basic introduction to Fire Awareness and also for people wanting a refresher. It covers the mandatory requirements for people working in offices and in care work environments.

The Care Certificate standard covered by this course is:

- 13.7 - Promote Fire Safety

This course is funded for West Berkshire Council employees, who are expected to refresh their training every three years. Social care staff, who work with service users, are expected to refresh their training annually.

Trained fire wardens do not need to attend fire awareness courses.

This course does not cover evacuation policies and procedures for specific buildings. It is expected that these will be covered by the manager as part of the induction process.

07 May 2026	14:00-16:00	Shaw House, Church Road, Shaw, Newbury
23 June 2026	13:00-15:00	Shaw House, Church Road, Shaw, Newbury
09 September 2026	13:00-15:00	Shaw House, Church Road, Shaw, Newbury
17 November 2026	13:30-15:30	Shaw House, Church Road, Shaw, Newbury
05 January 2027	14:00-16:00	Shaw House, Church Road, Shaw, Newbury
04 March 2027	14:30-16:30	Shaw House, Church Road, Shaw, Newbury

First Aid (Emergency) – Introduction

For anyone

ADULT and CHILD

This course is designed for social care workers who are working directly with people who use services. The course may also be suitable to people working in other environments and anyone is welcome to attend.

The Care Certificate standards covered by this course are:

- Standard 12 - Provide Basic Life Support
- Standard 13.4 - Understand Procedures for responding to accidents and sudden illness

It also covers how to respond to the most common health emergencies and also provides the evidence required for Health and Social Care qualifications.

Please wear casual and comfortable clothes which are easy for you to move about in.

If you have any mobility issues please let Training.SocialCare@westberks.gov.uk know in advance.

23 April 2026	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
15 July 2026	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
07 September 2026	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
11 November 2026	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
13 January 2027	09:30-15:30	Shaw House, Church Road, Shaw, Newbury
09 March 2027	09:30-15:30	Shaw House, Church Road, Shaw, Newbury

First Aid (Emergency) – Update

For health and social care workers

ADULT and CHILD

This course refreshes social care workers who are working directly service users. The course may also be suitable to people working in other environments and anyone is welcome to attend.

The Care Certificate standards covered by this course are:

- Standard 12 - Provide Basic Life Support
- Standard 13.4 - Understand Procedures for responding to accidents and sudden illness occur

It also refreshes how to respond to the most common health emergencies and also provides the evidence required for Health and Social Care qualifications.

Please wear casual and comfortable clothes which are easy for you to move about in.

If you have any mobility issues please let Training.SocialCare@westberks.gov.uk know in advance.

20 May 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
25 June 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
14 October 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
22 February 2027	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

Food Safety, Nutrition & Hydration

For health and social care workers

ADULT and CHILD

This course is designed to meet the requirements of the Care Certificate Standard 8.

This course is recommended for people who support individuals with their food and drink. It covers basic food safety and hygiene as well as the importance of good nutrition and hydration in maintaining well-being in any social care environment, plus preventing the spread of infection.

This course covers:

- Understanding the principles of food safety, hydration and nutrition
- Supporting individuals to have access to fluids in accordance with their care plan
- Supporting individuals to have access to food and nutrition in accordance with their care plan
- Importance of effective hand hygiene
- Personal protective equipment

03 June 2026	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
16 September 2026	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
09 December 2026	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
03 March 2027	13:30-16:30	Shaw House, Church Road, Shaw, Newbury

Health and Safety in Social Care

For health and social care workers

ADULT and CHILD

This session is designed to meet the requirements of the Skills for Care – Code of Conduct Standard 1, 2, 3 & 4.

The session is relevant for anyone who works with service users in a social care setting. It is recommended for people who support individuals with their activities of daily living, in any type of social care environment.

By the end of the course delegates will be able to:

- Understand your own responsibilities, and the responsibilities of others, relating to health and safety in the work setting
- Understand the risk assessment
- Understand the procedures for responding to accidents and sudden illness
- Handle hazardous substances
- Work safely
- Manage stress

All of the other outcomes under the Skills for Care – Care Certificate 2015 Standard 13 have their own specific sessions.

Anyone is welcome to attend this course, which does cover basic health and safety requirements, but please note the emphasis is specifically about working in social care environments and with people who use social care services.

14 May 2026	13:30-15:30	Webinar via Teams
04 August 2026	13:30-15:30	Webinar via Teams
05 November 2026	13:30-15:30	Webinar via Teams
09 February 2027	13:30-15:30	Webinar via Teams

Infection Control

For social care workers

ADULT and CHILD

This course is suitable as both an introduction and a refresher. It is relevant for anyone employed in a social care setting who works with service users.

The course is designed to meet the requirements of the Care Certificate Standard 15.

This course covers:

- The ways infection can enter the body
- The importance of effective hand hygiene
- How your own health and hygiene may pose a risk to those you support or work with
- Personal protective equipment
- Principles of safe handling of infected or soiled linen and clinical waste

03 June 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
16 September 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
09 December 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
03 March 2027	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

Makaton – Level 1

For Social Care Workers

ADULT and CHILD

Level 1 Makaton training provides a practical introduction to the Makaton Language Programme. Sessions include discussing commonly asked questions, hints and tips for effective signing and symbol use and how to start using Makaton in everyday situations at home or work.

You will also learn the signs and symbols from Stages 1 & 2 and half of the Additional stage of the Core Vocabulary. At the end of the course, participants will:

- Know about the history, design and structure of Makaton and the Core Vocabulary
- Be able to use signs and symbols from Stages 1 and 2 and half of the additional vocabulary in their daily environment and use techniques for movement, directionality and placement
- Know how Makaton signs and symbols are derived
- Have a knowledge of the different approaches available to develop the communication skills of a wide range of Makaton users
- Be informed about the other Makaton training courses and workshops

16 April 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
24 September 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

More dates will be added as demand becomes apparent.

Makaton – Level 2

For Social Care Workers

ADULT and CHILD

Level 2 training builds on the knowledge you gained in the Level 1 course. You will learn the signs and symbols from Stages 3 & 4 and the rest of the Additional stage of the Core Vocabulary. At the end of the course, participants will:

- Know about the history, design and structure of Makaton and the Core Vocabulary
- Be able to use signs and symbols from Stages 1 to 4 and the additional vocabulary in their daily environment and use techniques for movement, directionality and placement
- Know how Makaton signs and symbols are derived
- Have a knowledge of the different approaches available to develop the communication skills of a wide range of Makaton users
- Be informed about the other Makaton training courses and workshops.

It is essential to have previously attended the Makaton Level 1 course.

12 May 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
12 October 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

More dates will be added as demand becomes apparent.

Makaton – Level 3

For Social Care Workers

ADULT and CHILD

Level 3 is for those who have previously attended a Level 2 Workshop and wish to continue to expand their vocabulary and gain more confidence and fluency with signs and symbols. You will also learn the signs and symbols from Stages 5 & 6 of the Core Vocabulary.

On completion of the Level 3 Workshop, the participants should:

- be able to use signs and symbols from Stages 1–6 and the Additional Vocabulary in their daily environment, and use techniques for placement, directionality and movement;
- be knowledgeable about the techniques that make information accessible and meaningful to Core Users;
- have gained knowledge about the components of signs and how to analyse them;
- have developed confidence in using signs and symbols accurately and fluently;
- be informed about the other Makaton Training Courses and Workshops.

It is essential to have previously attended the Makaton Level 1 and 2 courses.

01 June 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
12 November 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

More dates will be added as demand becomes apparent.

Makaton – Level 4

For Social Care Workers

ADULT and CHILD

Level 4 is for those who have previously attended a Level 3 Workshop and wish to complete the Core Vocabulary and gain more confidence and fluency with signs and symbols. You will also learn the signs and symbols from Stages 7 & 8 of the Core Vocabulary.

On completion of the Level 4 Workshop, the participants should:

- be able to use signs and symbols from Stages 1–8 and Additional in their daily environment, and use techniques for placement, directionality and movement;
- have developed confidence in using signs and symbols accurately and fluently;
- have developed skills in interpreting and translating information;
- be knowledgeable about the techniques that make information accessible and meaningful to core users;
- be able to adjust their use of Makaton flexibly to communicate at simple, key word and more complex levels according to need.

It is essential to have previously attended the Makaton Level 1, 2 and 3 courses.

09 June 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
24 November 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

More dates will be added as demand becomes apparent.

Medication (Safe Handling) – Level 2 Award

For Social Care Workers

ADULT and CHILD

This course is suitable as both an introduction and a refresher for staff working with adults or children.

The course is designed to meet the requirements of the Skills for Care Code of Conduct Standard 1, 2, 3, & 4. It also covers level 1 induction and level 2 administering medication (also described as basic training) required by the Care Quality Commission's medication administration guidance.

The aim of the course is to raise awareness of the management of medicines and provide care workers with knowledge and practical skills to safely select, prepare and give different types of medicines.

Following on from this training, a senior worker should always mentor a care worker until he or she is confident in giving medicines and competent to do so correctly. Plus the competency in the administration of medication, application of eye, ear and nose drops and the use of inhalers will need to be assessed and signed off in the workplace by a manager. This then confirms that the individual is competent in all the relevant administration of medicines. All of the information required for this will be distributed during the session.

The course covers:

- Medication and legislation
- Roles, responsibilities and boundaries
- Type of medicine and routes
- Safe practice in the administration of medicines
- Establishing from the individual's records which medicines are prescribed for a person at a specific time in the day

- Selecting the correct medicine from a labelled container including monitored dosage system and compliance aid
- Measuring a dose of liquid medicine
- Applying a medicated cream/ointment
- Inserting drops to ear, nose or eye
- Administering inhaled medication
- Recording that a person has had the medicine or the reason for not administering it
- What to do if a person refuses medicine that the care worker offers
- Who to inform if a medication error occurs.
- Who to inform if the person becomes unwell after taking his/her medicines

Anyone is welcome to attend and it is a mandatory session for people administering medication in a social care setting.

TBC	09.30-12.30	Shaw House, Church Road, Shaw, Newbury
TBC	13.30-16.30	Shaw House, Church Road, Shaw, Newbury

Mental Capacity Act – Level 1

For anyone working in social care or social work

ADULT and CHILD

This basic awareness course is for everyone working in Social Care (in resource centres, residential homes and in the community) or in Social Work teams.

This course covers:

- The circumstances in which the Act will apply
- The principles of the Act
- How capacity is assessed under the Act
- The correct procedure to make a best interests decision under the Act
- The basics of other areas of the Act and the circumstances they relate to (this will include advocacy, advance decisions, restraint, deprivation of liberty, attorneys and deputies)
- Their role and reporting procedures

07 May 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
22 June 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
23 September 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
18 November 2026	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
05 January 2027	09:30-12:30	Shaw House, Church Road, Shaw, Newbury
11 March 2027	09:30-12:30	Shaw House, Church Road, Shaw, Newbury

Mental Capacity Act – Level 2

For managers, senior care staff, occupational therapists and social workers ADULT and CHILD

This course is for managers, assistant managers, senior care staff, care managers, social workers, family support workers, occupational therapists and clinical staff. The session will build on the content of the Level 1 course – therefore, it is expected that attendees will have already attended the MCA Level 1 course.

This course covers:

- The circumstances in which the Act will apply
- The principles of the Act
- How capacity is assessed under the Act
- The correct procedure to make a best interests decision under the Act
- The basics of other areas of the Act and the circumstances they relate to (this will include advance decisions, restraint, Lasting Powers of Attorney, Court of Protection and Deputies)
- Their role and reporting procedures
- Learning from legal cases

03 June 2026	09:30-16:00	Webinar via Zoom
08 October 2026	09:30-16:00	Webinar via Zoom
11 March 2027	09:30-16:00	Webinar via Zoom

Mental Capacity Act: Masterclass (Including Legal Update)

For managers, occupational therapists and social workers ADULT and CHILD

This course is for managers, assistant managers, care managers, social workers, family support workers, occupational therapists and clinical staff.

This course is for people who have already attended Level 2 and need an update. This course covers:

- How capacity is assessed under the Act
- The causative nexus
- Assessing Mental Capacity for Residence
- Unlawful deprivation of liberty and how this can arise
- The correct procedure to make a best interests decision under the Act
- Assessing wishes and feelings for best interests decisions
- Record Keeping Guidance
- Covert Medication and the Mental Capacity Act
- Limited Funding and Best Interests Decisions
- Understanding the link between the Act and Article 8 ECHR
- Emphasis on legal cases, what has gone wrong in the past, what does the local authority need to know?

01 February 2027	09:30-16:00	Webinar via Zoom
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Moving and Positioning of People Foundation (includes hoists)

For health and social care workers

ADULT and CHILD

This course, involving theory and practical, enables delegates to meet the Skills for Care – Care Certificate Standards 3.1, 3.2, 3.4, 3.5, 7.1, 7.2 and 13.3. This course covers:

- Awareness of the key pieces of legislation that relate to moving and positioning
- Awareness of tasks relating to moving and positioning that you are not allowed to carry out at your current stage of training
- Understanding of how to move and position people and/or objects safely, maintaining the individual's dignity and in line with legislation and agreed ways of working
- Risk assessment in relation to moving and positioning
- Awareness of good back care
- Basics of injury causation

In addition, the course provides an opportunity to practice using a variety of moving and positioning equipment, including hoists, whilst applying the standards and principles. The course is mandatory for anyone involved in moving and positioning of people who use services, however, anyone is welcome to attend.

19 May 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
03 July 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
02 September 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
21 October 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
26 November 2026	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
07 January 2027	09:30-16:30	Shaw House, Church Road, Shaw, Newbury
16 March 2027	09:30-16:30	Shaw House, Church Road, Shaw, Newbury

Moving and Positioning of People Refresher

For health and social care workers

ADULT and CHILD

This course, involving theory and practical, provides a mandatory refresher for delegates in moving and positioning.

It refreshes the Care Certificate Standards 3.1, 3.2, 3.4, 3.5, 7.1, 7.2 and 13.3.

This course covers:

- Awareness of the key pieces of legislation that relate to moving and positioning
- Awareness of tasks relating to moving and positioning that you are not allowed to carry out at your current stage of training
- Understanding of how to move and position people and/or objects safely, maintaining the individual's dignity and in line with legislation and agreed ways of working
- Risk assessment in relation to moving and positioning
- Awareness of good back care
- Basics of injury causation

In addition the course provides an opportunity to practice using a variety of moving and positioning equipment, including hoists, whilst applying the standards and principles. The course is mandatory for anyone involved in moving and positioning of people who use services and should be updated annually.

05 May 2026	09:30-13:00	Shaw House, Church Road, Shaw, Newbury
29 September 2026	09:30-13:00	Shaw House, Church Road, Shaw, Newbury
10 December 2026	09:30-13:00	Shaw House, Church Road, Shaw, Newbury
22 February 2027	09:30-13:00	Shaw House, Church Road, Shaw, Newbury

Personal Safety & Security in Workplace

For health and social care workers

ADULT and CHILD

This course is based on the Suzy Lamplugh training principles and would be relevant to people working in any area, especially lone workers.

This session is designed to meet the requirements of the Skills for Care Code of Conduct Standards 1, 2, 3, & 4

This course covers:

- The measures that are designed to protect your own security at work, and security of those you support
- Practical ways to improve personal safety in the workplace
- Methods of checking the identity of anyone requesting access to premises or information
- Recognising the risks to your personal safety and wellbeing in your work setting(s) and the safeguards required to minimise the risks

It is highly recommended that all new staff attend. It is also recommended that lone workers attend again as a refresher at least every 3 years.

14 May 2026	09:30-11:30	Webinar via Teams
04 August 2026	09:30-11:30	Webinar via Teams
05 November 2026	09:30-11:30	Webinar via Teams
09 February 2027	09:30-11:30	Webinar via Teams

Prevent Awareness (e-learning)

For social care workers

ADULT and CHILD

This free e-learning offers an introduction to the Prevent duty and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.

Site address: <http://www.elearning.prevent.homeoffice.gov.uk>

Prevent Referrals (e-learning)

For social care workers

ADULT and CHILD

This free package builds on the Prevent Awareness eLearning training. It is designed to make sure that when we share a concern that a vulnerable individual may be being radicalised, that the referral is robust, informed and with good intention, and that the response to that concern is considered, and proportionate.

Site address: <https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>

Safeguarding Adults – Legal Update

For social care workers

ADULT

Delegates will have knowledge of recent case law as it relates to safeguarding adults and will be able to apply that knowledge to current cases they are working on.

Delegates will have knowledge of pending judgements or changes to law that may impact on safeguarding practice.

25 June 2026	09:30-16:00	Webinar via Teams
10 March 2027	09:30-16:00	Webinar via Teams

Safeguarding Adults – Level 1

For anyone

ADULT

This course covers the Skills for Care – Care Certificate Standards 10 and 11

It was designed and is approved by the West Berkshire Safeguarding Adults Board (Learning & Development Sub-group) and provides essential information for all workers in any work setting about:

- Understanding the principles of safeguarding adults (Standard10.1)
- Ways to reduce likelihood of abuse (Standard10.2)
- Responding to suspected or disclosed abuse (Standard10.3)
- Protecting people from harm and abuse – locally and nationally (Standard10.4)
- Recognising signs of harm or abuse
- Awareness of legislation and policies relevant to safeguarding adults
- Importance of effective recording
- Awareness of safeguarding children (Standard 11)

For social care workers, it is recommended that a refresher is undertaken at least every three years (unless legislation says otherwise for particular groups of workers) – see [Safeguarding Adults Level 1: Refresher](#) below.

14 May 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
30 June 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
18 September 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
22 October 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
25 November 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
26 January 2027	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
04 March 2027	09:30-13:30	Shaw House, Church Road, Shaw, Newbury

Note : there is no charge for this course.

Safeguarding Adults – Level 1 Refresher

For anyone

ADULT

This course is designed to update social care staff in [Safeguarding Adults Level 1](#). Participants **MUST** have attended the Level 1 course within the last three years.

Course contents will include revision/update of the following areas (linked to the Care Certificate Standards issued by Skills for Care):

- Understanding the principles of safeguarding adults (Standard10.1)
- Ways to reduce likelihood of abuse (Standard10.2)
- Responding to suspected or disclosed abuse (Standard10.3)
- Protecting people from harm and abuse – locally and nationally (Standard10.4)
- Recognising signs of harm or abuse
- Awareness of legislation and policies relevant to safeguarding adults
- Importance of effective recording
- Awareness of safeguarding children (Standard 11)

Previous knowledge of these areas is vital as this course will build on this knowledge through case studies and group discussions.

If it has been more than three years since your last Level 1 course (or you have not previously completed the Level 1 course), you should book onto the [Safeguarding Adults Level 1](#) course.

23 September 2026	13:30-16:30	Shaw House, Church Road, Shaw, Newbury
11 March 2027	13:30-16:30	Shaw House, Church Road, Shaw, Newbury

Safeguarding Adults Level 2: Assessment and Planning

For Social Workers, Occupational Therapists, Social Care Practitioners, Care Home/Resource Centre/Reablement Managers and Assistant Managers, Clinical Leads, Senior Care Workers

ADULT

This level 2 course is designed for people who contribute to, or lead in, assessment and/or investigation of safeguarding alerts.

The course gives you a working knowledge of Berkshire's multi-agency safeguarding adults' policy and procedures. It will also help you understand your investigatory role under safeguarding procedures.

By the end of the course delegates will be able to:

- Expand on skills and knowledge gained from level one
- Assess when to use the procedures
- Involve vulnerable adults and carers appropriately throughout the process
- Describe the stages and your role in the safeguarding process
- Identify your role, and the roles of others, in investigating allegations of abuse and the importance of preserving evidence
- Evidence capacity and consent in relation to the Mental Capacity Act 2005
- Demonstrate a basic knowledge of the legal framework including Deprivation of Liberty Safeguards
- Identify the limits of confidentiality and how to use the information sharing protocol

This course is designed and organised as part of the Safeguarding Adults Board working across the three local authorities in the west of Berkshire.

Please note that all delegates should have attended [Safeguarding Adults Level 1](#)

14 May 2026	09:30-16:00	Webinar via Teams
14 July 2026	09:30-16:00	Webinar via Teams
20 October 2026	09:30-16:00	Shaw House, Church Road, Shaw, Newbury
19 January 2027	09:30-16:00	Webinar via Teams

Safeguarding Adults Level 3: Carrying Out An Enquiry

For Social Workers and Social Care Managers

ADULT

This level 3 course is for anyone who may be responsible for carrying out a safeguarding enquiry that are working in social care and covers their responsibilities in safeguarding adults. The course has been designed and organised as part of the Safeguarding Adults Board working across the three local authorities in the west of Berkshire.

By the end of the course delegates will be able to:

- Coordinate the safeguarding adults' assessment/investigation and protection planning process
- Effectively risk assess and manage any actions within each stage of the safeguarding adults process
- Make sound and consistent decisions within each stage of the safeguarding adults process
- Describe the roles and responsibilities of partner agencies
- Manage decisions about information sharing, consent and confidentiality
- Ensure decisions are made within the context of the legal framework
- Ensure that safeguarding decisions reflect the DH principles in practice
- Supervise staff in the safeguarding adults process.

Please note that all delegates should have attended [Safeguarding Adults Level 1](#)

For this higher level course it is also a requirement to have attended [Safeguarding Adults Level 2: Assessment and Planning](#) within 12 months of the course date or to have a good understanding of safeguarding adults in the West Berkshire setting.

17 June 2026	09:30-16.00	Webinar via Teams
15 September 2026	09:30-16:00	Webinar via Teams
10 December 2026	09:30-16:00	Webinar via Teams
10 February 2027	09:30-16:00	Shaw House, Church Road, Shaw, Newbury

Safeguarding Children (Universal)

For anyone working in Children's Social Care

CHILD

This course has been approved by the Berkshire West Safeguarding Children Partnership. The Universal course aims to help you to understand what is meant by child abuse and keeping children safe. Irrespective of the nature of your work, whether you have direct/indirect contact with children you have a responsibility to help keep children safe. Anyone who works with children (in any capacity) is welcome to attend.

This course will cover:

- Basic information on Child Protection and Safeguarding
- Types of Abuse
- Concept of Significant Harm
- Signs and Symptoms
- The Referral Process
- Multi Agency Approach
- Information Sharing and Confidentiality
- Statutory Guidance
- Safe Practice

04 June 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
21 September 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
15 December 2026	09:30-13:30	Shaw House, Church Road, Shaw, Newbury
10 March 2027	09:30-13:30	Shaw House, Church Road, Shaw, Newbury

Safeguarding Children: Universal (E-learning)

For anyone working in children's social care

CHILD

This free e-learning course is designed for social care workers who need a basic level introduction or refresher in child protection. You will undertake an e-learning package in your own time. Any care worker can use these materials but we would recommend that people new to care who haven't undertaken any training in this area always start with a classroom-based course where questions can be answered. There is no set time for the course and you go at your own pace. You can stop and start to suit the time you have available. It will take approximately 2 hours to complete the course but this will depend on your pace. The course has been purchased by local authorities and approved by the BWSCP. It has a similar content to the classroom-based course.

By the end of the course delegates will:

- Understand signs and symptoms of child abuse
- Be aware of the inquiries and legislation underpinning child protection
- Know what to do if you suspect abuse
- Develop some useful assessment skills
- Be clear about sharing information with others
- Understand local child protection systems

This e-learning can be found at :

Berkshire West Safeguarding Children Partnership

- <https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/training/e-learning>