

# Care Certificate progress log, mapping and sign-off document

**Standard Number: 10**

**Standard Title: Safeguarding Adults**

## Document guidance

This document provides an overview of the outcomes and assessment criteria for Standard 10: Safeguarding Adults. It identifies the criteria within the Standard that should have been achieved upon successful completion of the underpinning knowledge within the Care Certificate workbook. Employees must demonstrate their competence in practice in order to fully achieve this Standard of the Care Certificate.

This progress log and sign-off document should be completed jointly by the employee and the manager/supervisor/assessor to confirm that all outcomes and criteria have been achieved in practice in the work setting. Supplementary evidence can be attached to demonstrate achievement and it is suggested to do so as good practice.

This document also provides an outline of the suggested mapping of outcomes and criteria within Standard 10: Safeguarding Adults of the Care Certificate to the recommended Qualifications and Credit Framework (QCF) unit, the National Minimum Training Standards for Healthcare Support Workers and Adult Social Care Workers in England and the Common Induction Standards. This document does not necessarily indicate direct mapping of criteria and therefore assessors and/or managers should ensure they follow the guidance below. Please note that when the term assessor is used throughout this document this could be the manager, supervisor or assessor and will be decided by the employing organisation.

This document should always be used in conjunction with the guidance provided in the Care Certificate Framework Technical Document.

## Guidance for assessors

Assessors must ensure that the learner has produced evidence for each assessment criterion that is valid, authentic, reliable, current and sufficient. Therefore assessors **must not assume** that if the mapping document indicates a criterion could have already been achieved, the mapped criteria within the QCF unit should automatically be awarded. Learners and assessors are responsible for ensuring that the outcomes and criteria within the QCF unit and standards below have been achieved to the required standard. For reference, within the column that refers to coverage of the relevant QCF unit, a **P** indicates that the Care Certificate criteria provides partial coverage of the relevant criteria within the QCF unit, whereas an **F** indicates full coverage.

The **Assessment method used** column is included to allow assessors to provide evidence of the type of assessment method that has been used to assess the Care Certificate criteria. This is likely to be noted as the Care Certificate Workbook; however, further evidence could include professional discussion, observation, question and answer, e-learning, witness testimony, etc. This column can also be completed to evidence competence using these example assessment methods.

The **Evidence location** column is included to provide a clear signpost to where the learner's evidence can be found. This may be within a portfolio of evidence, a continued professional development (CPD) file or electronically via e-learning or e-portfolio.

Unit number	Unit title	Level	Credit
A/601/8574	Principles of safeguarding and protection in health and social care	2	3

Care Certificate Standard 10 Outcome	Care Certificate Standard 10 Criteria	Knowledge/ Competence	Question within workbook	QCF unit A/601/8574 Principles of safeguarding and protection in health and social care  P = Partial F = Full	National Minimum Training Standards  Standard 5: Duty of Care  Standard 6: Safeguarding	Common Induction Standards  Standard 5: Principles for implementing duty of care  Standard 6: Principles of safeguarding in health and social care	Assessment method used	Evidence location	Sign-off initials	Date
10.1 Understand the principles of Safeguarding Adults	10.1a Explain the term safeguarding adults	K	10.1a and b							
	10.1b Explain their own role and responsibilities in safeguarding individuals	K	10.1a and b	AC 2.1 – P AC 2.2 – P AC 5.2 – P AC 5.3 – P	5.1.2 6.2.1 6.3.1 6.3.2 6.4.2	S5 – 1.2 S6 – 4.2				
	10.1c List the main types of abuse	K	10.1c and g	AC 1.1 – P	6.1.1	S6 – 1.1				
	10.1d Describe what constitutes harm	K	10.1d	AC 1.1 – P AC 1.2 – P	6.1.2	S6 – 1.1				
	10.1e Explain why an individual may be vulnerable to harm or abuse	K	10.1e and h Part i 10.1e and h Part ii	AC 1.3 – P	6.1.5	S6 – 1.3				
	10.1f Describe what constitutes restrictive practices	K	10.1f	AC 1.1 – P	6.1.3	S6 – 1.1				
	10.1g List the possible indicators of abuse	K	10.1c and g	AC 1.2 – P	6.1.4	S6 – 1.2				

	<b>10.1h</b> Describe the nature and scope of harm to and abuse of adults at risk	<b>K</b>	<b>10.1e and h Part i</b> <b>10.1e and h Part ii</b>	<b>AC 1.1 – P</b> <b>AC 1.3 – P</b>	<b>6.1.1</b> <b>6.1.2</b>	<b>S6 – 1.1</b> <b>S6 – 1.2</b>				
	<b>10.1i</b> List a range of factors which have featured in adult abuse and neglect	<b>K</b>	<b>10.1i</b>	<b>AC 3.3 – P</b>		<b>S6 – 4.3</b>				
	<b>10.1j</b> Demonstrate the importance of ensuring individuals are treated with dignity and respect when providing health and care services	<b>C</b>		<b>AC 4.1 – P</b>	<b>6.2.1</b>	<b>S6 – 2.1</b>				
	<b>10.1k</b> Describe where to get information and advice about their role and responsibilities in preventing and protecting individuals from harm and abuse	<b>K</b>	<b>10.1k</b>	<b>AC 3.4 – P</b>	<b>5.1.2</b> <b>6.1.6</b>	<b>S6 – 1.4</b> <b>S6 – 4.1</b>				
<b>10.2</b> Reduce the likelihood of abuse	<b>10.2a</b> Describe how care environments can promote or undermine people’s dignity and rights	<b>K</b>	<b>10.2a</b>	<b>AC 4.1 – P</b>	<b>5.1.2</b> <b>6.2.1</b>	<b>S6 – 2.1</b>				
	<b>10.2b</b> Explain the importance of individualised, person-centred care	<b>K</b>	<b>10.2b</b>	<b>AC 4.1 – P</b>	<b>6.2.1</b>	<b>S6 – 2.1</b>				

	<b>10.2c</b> Explain how to apply the basic principles of helping people to keep themselves safe	K	10.2c		5.1.2 6.2.1 6.3.1	S6 – 2.1				
	<b>10.2d</b> Explain the local arrangements for the implementation of multi-agency Safeguarding Adult's policies and procedures	K	10.2d	AC 3.1 – P AC 3.2 – P AC 5.3 – P	6.4.1	S6 – 4.1				
	<b>10.2e</b> List ways in which the likelihood of abuse can be reduced by managing risk and focusing on prevention	K	10.2e	AC 4.1 – P	6.2.1	S6 – 2.1				
	<b>10.2f</b> Explain how a clear complaints procedure reduces the likelihood of abuse	K	10.2f	AC 4.2 – P	6.2.2	S6 – 2.2				
<b>10.3</b> Respond to suspected or disclosed abuse	<b>10.3a</b> Explain what to do if abuse of an adult is suspected including how to raise concerns within local whistleblowing policy procedures	K	10.3a	AC 2.1 – P AC 2.2 – P AC 3.1 – P AC 4.2 – P AC 5.2 – P AC 5.3 – P	6.3.1 6.3.2 6.4.1 6.4.2	S6 – 3.1 S6 – 3.2 S6 – 4.1				

<b>10.4 Protect people from harm and abuse – locally and nationally</b>	<b>10.4a</b> List relevant legislation, local and national policies and procedures which relate to safeguarding adults	<b>K</b>	<b>10.4a</b>	<b>AC 3.1 – P AC 3.4 – P</b>	<b>6.4.1</b>	<b>S6 – 4.1</b>				
	<b>10.4b</b> Explain the importance of sharing information with the relevant agencies	<b>K</b>	<b>10.4b</b>	<b>AC 3.2 – P</b>	<b>6.4.1</b>	<b>S6 – 4.1</b>				
	<b>10.4c</b> Describe the actions to take if they experience barriers in alerting or referring to relevant agencies	<b>K</b>	<b>10.4c</b>	<b>AC 3.1 – P AC 3.2 – P AC 5.3 – P</b>	<b>6.4.1 6.4.2</b>	<b>S6 – 4.1 S6 – 4.2</b>				

## Declaration of completion

I confirm that the evidence provided by the employee meets the full requirements for **Standard 10: Safeguarding Adults**.

**Employee signature:**

**Name of assessor\*:**

**Assessor\* signature:**

**Completion date:**

\*The Assessor can be your Manager, Supervisor or someone else authorised by your employing organisation. This individual provides confirmation that all learning outcomes and assessment criteria for the Care Certificate standard identified above have been completed and signed off by an authorising person.