

Bradford Learning Disability/Autism Provider Forum - Workforce Development Sub-Group Meeting Minutes

Date: 29th April 2020

Time: 1.30pm – 3.30pm

Venue: Via Zoom (courtesy of Jo Silkstone)

Present: Chair - Vicky Day (Sun Healthcare Ltd), Jo Silkstone (United Response), Rosie Hawley (Hft Bradford), Rachel Roberts (CBMDC), Julie Hillam (Compass), Nicky Lyall (St Anne's), Rachael Ross (Skills for Care), Mazar Hussain (Personalised Care), Karen Pogson (Active Social Care), Paul Lord (Future Directions), Wendy Rowan (ShIPLEY College), Adam Paver-Merrison (Walsingham Support)

Apologies: Vice Chair – David Newall (Specialist Autism Services), Paul Sellers (Dimensions), Jo Lunn (Cygnet Health)

Minute taker: Vicky Day (Sun Healthcare Ltd)

Agenda item		Action
Welcome / introductions	Vicky thanked everyone for making the Zoom meeting and apologies were noted.	
Previous Action points	Vicky went through previous minutes/actions, all agreed nothing outstanding	

<p>Rachel Roberts - Bradford Council</p>	<p>Rachel talked about some useful resources that have been put together through Bradford Council – e-mail to Vicky Day who will forward them on to the attendees and with the minutes.</p> <ul style="list-style-type: none"> – PPE Suppliers Details – Covid-19 PPE - Domiciliary Care Guidance Final (27th April 2020) – Covid-19 How to Work Safely in Care Homes – BD & Craven CCG & Partners LD Residential Covid-19 response – Covid-19 Supporting Home care Webinars April 2020 – BSAB E-Learning Information – SfC – Support for RM's (see RS Section) – Covid-19 Scam Alert – Bradford Council – Key Worker Covid-19 Testing Guide – Final (23rd April 2020) – When it's not safe to stay at home guidance – If you are vulnerable and need help call guidance sheet <p>Bradford Council receives Inclusion North Newsletters which are shared through the Commissioning In-box</p> <p><i>Many areas of discussion re IT/PPE – see later in minutes for info.</i></p>	<p>Information attached to e-mail with these minutes</p>
<p>Rachael Ross – Skills for Care</p>	<p>Rachael shared several resources with the group.</p> <p>Support for Registered Managers from Skills for Care – Full info sheet with links attached – main link support offer - Includes information below</p> <ul style="list-style-type: none"> ▪ an advice line for registered managers and other frontline managers ▪ recorded webinars on COVID-19 related topics and guidance 	<p>Information attached to e-mail with these minutes</p>

	<ul style="list-style-type: none"> ▪ local WhatsApp groups and virtual network meetings for registered managers ▪ a Facebook group for registered and front-line managers ▪ guidance and funding related to essential training. <p>Rachael suggested a WhatsApp group for the Bradford WFD Group and stated if we were interested to let her know and she can set it up. Karen said this had been a great resource for her and her team and fees they've got to know each other better which can only be positive and leave them stronger after this is all over.</p> <p>Rachael spoke about funding available for essential training available for established staff as well as new starters, available via 12 identified endorsed training providers https://www.skillsforcare.org.uk/About/News/COVID-19-Essential-training.aspx</p> <p>Rapid induction programme running – Wendy Rowan fed back it was going well so far as Shipley College running this currently (see training) There's also fully funded volunteer training available</p> <p>Rachel shared that resources for LD & Autism being brought together.</p> <p>Racheal asked the group for feedback of anything more SfC can do to support the sector.</p> <p>Jo Silkstone stressed the importance of everyone's wellbeing at this difficult time, it shouldn't be just about Covid-19 and asked for the resources to be shared again (see below)</p> <p>Rosie shared they'd allocated a Wellbeing lead/wellbeing e-learning/wellbeing champions allowing staff to offload freely/Mgrs wellbeing network – she shared her personal experiences of supporting staff in other counties via video calls.</p> <p>The following resources focus on helping Managers and care workers to develop coping strategies, with resilience, and opportunities to access peer support:</p>	<p>Vicky to raise with members who attend mtgs</p>
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Building your own resilience, health and wellbeing is a guide for anyone working in adult social care. Page 11 'Recognising and coping with pressure and stress' suggests strategies to help you manage 'in the moment' and 'longer term pressure'. The techniques about how to relax and manage your thoughts and emotions are quick and easy. Download guide at: <https://www.skillsforcare.org.uk/Documents/Leadership-and-management/Resilience/Building-your-own-health-resilience-and-wellbeing-WEB.pdf>

eLearning for mindfulness explains what mindfulness is and how it can help you. MindEd and Health Education England have developed this free eLearning as an introduction to mindfulness. It's free to access and you don't need to register. Access at: <https://www.e-lfh.org.uk/programmes/introduction-to-mindfulness/>

New **MindEd COVID-19 Resilience Hub** launched this week

The new MindEd COVID-19 Resilience Hub has been launched to help front line staff in the NHS and care services manage their own mental health and wellbeing, whilst looking after others during the COVID-19 crisis.

MindEd have drawn together the best advice and tips from their large panel of international experts to guide you and your team. These clear and helpful resources have been created on behalf of Health Education England in partnership with NHS England Improvement and supported by Skills for Care.

Take a look at the MindEd COVID-19 Resilience Hub at: <https://covid.minded.org.uk/>

Rachael shared resource from **Hospice UK** around End of Life – Caring for your dying relative at home with Covid-19 (Update 8th April 2020) <https://www.hospiceuk.org/what-we-offer/clinical-and-care-support/what-to-expect/caring-for-your-dying-relative-at-home-with-covid-19>

To encourage the focus away from Covid-19, Jo shared an event they'd held at York Races to celebrate completed **Apprenticeships** and had invited Rachael Ross as a guest speaker as well as learners managers to thanks them for releasing their staff for 20% off the job. Jo

	<p>encouraged others to approach their apprenticeship providers as theirs had paid for certain aspects of the day and it had been a great success which Rachael confirmed.</p>	
<p>Training</p>	<p>The group talked about different ways they were delivering training to their teams and shared different resources available;</p> <p>Rosie has been using Nearpod https://nearpod.com/ suggests a group of no more than four works well. She's been training staff in other counties and believes some elements may continue once this is over. They've put together a Covid-19 induction & are happy to confirm their apprenticeships are continuing throughout this, all staff were given the option to put their apprenticeship on hold but shoes to continue.</p> <p>Wendy uses Nearpod alongside Zoom and takes a natural break after the 40minute zoom time is reached as it works well with timespan for learners too.</p> <p>Nicky has been using Microsoft Teams for their training.</p> <p>Vicky is using a mixture of e-learning/workbooks and a recent induction delivered via a video call. Karen also is using e-learning.</p> <p>Paul is still delivering limited face to face training but in a large room with social distancing in place with a safe number of staff. As with others this is also supported with e-learning, workbooks and service level assessments.</p> <p>We spoke about the practical courses i.e. First Aid & HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm and Moving & Handling which some providers are continuing to deliver via e-learning & video assessment – Rachael confirmed that SfC accept this delivery and have added a video for guidance – it was discussed amongst the group that these learners practices would be revisited when safe to</p>	

do so based on government guidance. Jo said her trainers were remotely observing and doesn't mean the staff are competent and will be reassessed when able to.

Moving and Handling video commissioned by Bradford, that may be useful to use in 'remote' delivery of moving and handling training:

<https://www.youtube.com/watch?v=fs7K9bioQu4&list=PLH-NalvxexKWjdu1iURxk-1GeqDxvSpSu>

Rosie mentioned the new guidance regarding CPR and Covid-19 – video shared

https://www.youtube.com/watch?v=qnx9FY5edic&feature=youtu.be&wp-linkindex=1&utm_campaign=April_Newsletter_2020&utm_content=standrews-firstaid.co.uk&utm_medium=email&utm_source=St_Andrews_First_Aid

PBS discussed and no real way around this being delivered currently as individuals need to be closer than 2mtrs apart.

Paul talked about they had complete some videos for **PBS techniques** with supporting information, which they had added to their e-learning platform. This wasn't ideal but would suffice until things return to normal. In terms of Moving & Handling and Epilepsy training Future Directions had for about 6mths prior to "lock-down" been planning to move their face-to-face training out of the classroom so by the time 'lock-down' came we were just about ready so made the change to services area training and assessment.

Jo felt it was also important to ensure staff had a good knowledge of **nutrition and health** at this time to ensure people's health is protected.

Training Recommendations - Wendy Rowan (ShIPLEY College) shared a list of Distance Learning Courses at Level 2 which can be found [here](#). You can enrol online and then an assessor will be in touch.

	Paul mentioned that Open University website is offering functional skills which led us on to talk about Level 4 & 5 Apprenticeships requiring a level 2/C in maths & English. Rachael confirmed the Level 4 Apprenticeship had been approved.	
Liberty Protection Safeguards	Adam shared some information from a webinar the previous day where this had been discussed briefly and they'd confirmed there had been no changes to the MCA during the Covid-19 situation as there seemed to be people not following the guidance as they believed it was being superseded by Covid-19 guidance. Also, Adam got the impression they would be releasing information about the LPS in coming weeks with reference to its impending date of implementation but nothing was confirmed.	
Discussion points	<p>PPE – this topic was discussed throughout the meeting on and off so collated together. Members of the group thanked people for sharing resources and suppliers of PPE, Mazar showed concerns for a lack of PPE available.</p> <p>Paul shared video's links put together by Warrington Council</p> <ul style="list-style-type: none"> – Hand washing - https://www.youtube.com/watch?v=fQy68HIVqwx – Putting on PPE - https://www.youtube.com/watch?v=2pP7C5dG-h0 – Removal of PPE - https://www.youtube.com/watch?v=VrpRVfik7GA – Disposal of waste - https://www.youtube.com/watch?v=xyan6MPIca8 – Applying hand sanitiser - https://www.youtube.com/watch?v=Ta7ZtOZH0_g – https://www.facebook.com/awareness360sayyestochange/videos/248924196274756/ <p>As mentioned above Rachel Roberts shared resource from PPE in Bradford</p>	

	<p>IT – Mazar talked about the heightened use of video calling and e-learning but for some this can be difficult being a technophobe – Vicky shared a link for free on-line online learning aimed at different levels https://www.gov.uk/government/news/new-free-online-learning-platform-to-boost-workplace-skills?utm_source=1c417446-4731-40a3-995b-651a47d21848&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p>	
<p>A.O.B</p> <p>Next meeting date</p>	<p>Adam asked if anyone had come across the recent information about re-use of anticipatory medication, he'd checked against local policies and wasn't in line with them. Rachel Ross suggested to hold off on this until full guidance had been released. Gov.uk guidance here</p> <p>29th July 2020 - time 1.30 – 3.30pm</p> <p>Venue dependent on where we're at with Covid-19, Jo Silkstone has offered the use of her Zoom account if needed – TBC nearer the time.</p>	