

## Competency Evidence Log- Library Assistant

**Name of Staff member:** Brian Jones, Library Assistant, Leicestershire County Council

**Competencies to be achieved:** 1-6 ( plus core values)

**Name and role of person gathering evidence:** Helen Brown, Library Manager

Core value / Competency	Demonstration or Evidence of competence an date	Additional Comments / Notes
Understanding dignity, respect and human rights	Brian often welcomes the learning disability group of customers to the library and is always friendly and professional and treats all customers fairly	
Engaging in a positive approach	7.8.15 Brian helped one of the older customers to contact social services when they came in	
1 Understanding the definition of an adult who may be 'at risk', as defined by LLR Multi-agency Policy and Procedures 2015,Care Act 2014	August 2015 Brian did the e-learning, and had a discussion with his manager about the circumstances that some disabled people may live in and how that might make them more isolated and thus more vulnerable to abuse	
2.Understanding the types and signs of abuse, as defined by LLR Multi-agency Policy and Procedures 2015 The Care Act 2014.	In supervision, Brian could list the types of abuse and signs of them	

Core value / Competency	Demonstration or Evidence of competence an date	Additional Comments / Notes
3. Understand the importance of whistle blowing procedures	August 2015 Brian has read the whistle blowing procedure, and knows where to access it on the intranet	
4. Understand the importance of creating a safe environment in order to minimise risk	When disabled customers use the library, Brian makes a point of welcoming them, saying hello and making sure they know he's available to answer any questions. He hopes that this will make them feel safe, and feel able to talk to him if they have any worries or concerns either in the library or outside	
5. Understand their role as defined within the multi- agency and internal policy and procedure, including how to report concerns of abuse of either adults or children using appropriate systems	2.10.15 Brian had a concern about a customer with a learning disability – this person was appearing neglected and this was a change in their appearance and behaviour. Brian raised this with his manager and discussed his concerns. This was the right thing to do in his role.	
6.Awareness of legislation, applicable to role and responsibilities.	When Brian raised his concerns, he said that he felt the person had capacity to make decisions about their care – this demonstrated he has an understanding of the Mental Capacity Act.	