

Competency Evidence Log – Residential Manager

Name of Staff member: Anne Lilac

Competencies to be achieved: 1-11 (plus core values)

Name and role of person gathering evidence: Kathy Yellow – Officer in Charge

Core Value/Competency	Demonstration or Evidence of competence and date (taken place within the previous six months)	Additional comments/Notes
Understanding dignity, respect and human rights	Anne works with the staff team to ensure that support plans are regularly reviewed and contain information about the preferences and personalities of the residents.	
Engaging in a positive approach	Anne has instigated with local GP practice a bi weekly review of residents' health and wellbeing	
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 2. Understanding the types and signs of abuse, as defined by LLR Multi-agency Policy and Procedures 2015 The Care Act 2014	Anne has received initial training in safeguarding vulnerable adults and subsequent annual refresher training. Dates 10/14 and 02/15 Anne will discuss incidents involving service users or staff with me or when she has concerns in regards to individuals or when someone else shares concerns with her to see if it is necessary to apply the Safeguarding Adults procedure.	
3- Understanding the importance of whistleblowing policy	Anne has been made aware of the organisations policy and procedure in regard to whistleblowing through Safeguarding Adults training. Anne is aware of where to find and access the	

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	whistleblowing policy and procedure at the home.	
4 Understand the importance of creating a safe environment.	Anne shares the complaints procedure with service users that she key works for or when they are first admitted into the home when they are given the residents guide to living at the home where all information is contained. Anne will discuss with the service user how their bedroom is arranged in order to keep them safe due to their sight loss	
5. Understanding 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.	Anne has referred an alleged financial abuse to me after a concern was raised by a service user. She informed the service user that she would be doing this. Anne completed a witness statement as evidence of this concern. .	Anne will be kept informed in regard to the alleged abuse and outcome
6. Awareness of legislation, applicable to role and responsibilities.	Anne is aware that there is a great deal of legislation surrounding Safeguarding of Adults. Anne has recently alerted me to concerns over a service user who she feels may need a DOLs in place This was referred onto the appropriate authority and as a subsequence a DOLs was put in place	
7. Considering incidents and disclosures that meet safeguarding adults criteria, risk assessing and alerting as appropriate	4.11.15 A number of residents complained that a new member of the night staff is making them go to bed too early not responding when someone fell out of bed Anne appropriately rang the Local Authority for advice. Ensured the resident who had fallen was safe and well	
8. Knowing how to support staff and people when they report concerns of abuse, or are alleged to have committed abuse, as appropriate	Staff were spoken to and support offered as appropriate	

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9. Undertaking their role in the multi-agency safeguarding adults process ,including as appropriate delegated tasks identified by the Local Authority	With reference to the issue on 4.11.15 Anne was asked by the Local Authority to investigate the allegations and was advised to talk to the residents concerned and do a unannounced observation of a night shift – all of which was undertaken in a professional manner	
10. Understanding the importance of recording and documenting all information appropriate to any allegation and investigation in accordance with the local policy and procedure and relevant internal guidance.	The incident referred to above was recorded in a accurate and timely way	
11 Understanding the principles of information sharing in accordance with local policy and procedure, relevant legislation and relevant internal guidance	Anne demonstrated an understanding of the boundaries to information sharing and confidentiality	