

Stage Three: Safeguarding Plan and Review

Timescale:

Findings/Outcomes Discussion – within 5 working days from completion of the enquiry.

Enquiry report – to be distributed to participants at least 3 working days before formal multi-disciplinary safeguarding meeting, if one is arranged

Review – not more than 3 months after plan agree, but dependent on risk

Purpose

The purpose of this stage is to consider the information from the enquiry, to re-assess risk, to agree and implement an adult safeguarding plan and to review the process and case outcomes.

In most cases, there will be a natural transition between deciding what actions are needed and the end of the enquiry, into formalising what these actions are and who will be responsible for each action – this is the adult safeguarding plan.

An adult safeguarding plan is not a care and support plan, and it will focus on care provision only in relation to the aspects that safeguard against abuse or neglect, or which offer a therapeutic or recovery based resolution. In many cases,, the provision of care and support may be important in addressing the risk of abuse or neglect, but where this is the intention the adult safeguarding plan must be specific as to how this intervention will achieve this outcome.

Adult safeguarding plans should be person-centred and outcome-focused, and should be made with the full participation of the adult at risk.

What to do

Where there is a formal meeting to consider the findings of the enquiry, the meeting is chaired by an independent chair.

Introduction:

The professional standards team provides independent chairing for planning (formerly known as strategy) meetings and case conferences. As such the communication and planning for such meetings must be very accurate and open with the Independent Chairs to ensure that the Chair and the Enquiring Social Worker are on the same page.

- Section 42 Enquiry reports are needed for all case conferences
- Where a case goes straight to case conference (that is because it was decided at the SAM stage that the matter is sufficiently informed that a planning meeting is not required), social worker to include details of a robust SAM discussion (actions and outcomes included) in the report so that the SAM feels confident that no planning meeting needs to be held.
- Social Workers and Independent Chairs are to carefully consider invitees who attend formal safeguarding meetings. While professionals can be invited on

the same invite, non-professionals such as family and friends are to be sent their own invite so as not to breach data regulations. "BCC" can be used for the same result.

- Rationale for outcome given by enquiry officer to be clearly documented on report (i.e. whatever outcome the enquiring social worker proposes to the Chair must be substantiated by facts and evidence using the balance of probability test)
- Consultation with families/ next of kin/advocates at all times to ensure clear communication so that they can inform decision making
- Enquiry officer reports to be seen and signed off by SAMS before being sent to chairs/family/provider
- In preparation for both the planning of a meeting or conference the SAM and Chair roles should be respected, that is Chairs pre meetings with Enquiry officers are to hear the outcome of the SAM meetings, they are not to be SAM meetings themselves. Chairs are not to step into a SAM role but if they feel that the enquiry has overlooked an aspect of enquiry that needs clarification they are to have a peer to peer discussion with the SAM to agree to amend or add to the SAM discussion.
- Before invites go out, the meeting format (i.e. who to have at the meeting or part of the meeting) needs to be agreed with sensitivities of abuse, trauma and privacy in mind. Secondly consideration should be given to not sharing personal emails via invites and these should therefore be sent via BCC method on outlook.
- Reports should be sent out 4 days before the conference to parties agreed with SAM and Chair
- If a report has not been completed prior to a conference and shared with the Chair and those who will be attending (It is good practice to have a report and aids decision making)
- Planning meetings to be held before case conferences
- Enquiry officer to invite advocates and families to all meetings unless there is a risk in having certain family or friends present (such as in domestic abuse cases).
- Meeting minutes are to be shared with investigating officer and the chair prior to the chair final version and being distributed to all attendees.
- Review meetings (often between Chair and Enquiry officer alone) to be held after conference prior to agreeing that actions are done and case can be closed.

With regard to clients legal representation in safeguarding meetings;

- LBC staff and the other side (family/providers) should be asked and agree their presence (at least 1 week before the meeting in question). Whilst consensus to the lawyer's presence is preferable – staff cannot automatically refuse this, please discuss any concerns ahead of the meeting with a manager.

- They do not legally represent in the meeting but rather observe and take notes, they can ask for clarifications towards the end of the meeting.
- While they cannot get a copy of the minutes, these can be shared with them by the client, should the client be entitled to a copy, they need to ask the Chair and the LBC information management team before using them in another context.
- Decisions of this nature should be guided by these principles, but should always be made on a case by case basis.

Chair/S.A.M. (if meeting not required): In conversation with the other agencies, the adult at risk and their carer/advocate/attorney/deputy as appropriate:

1. Consider the information collected in the enquiry.
2. Re-assess risk.
3. Consider what legal or statutory action or redress is required.
4. Agree the adult safeguarding plan. Record the plan on **Safeguarding Adults Enquiry form** and index the form in AIS (or in AIS Case Notes until form is introduced).
5. Identify the lead professional who will monitor and review the plan, and when this will happen. In some circumstances it may be appropriate for safeguarding plans to be monitored through ongoing care management responsibilities. In other situations a specific safeguarding review may be required.
6. Close the safeguarding process, if required. Update the **Safeguarding Adults Enquiry form** (or AIS Case Notes until form is introduced).



The Safeguarding Plan should set out:

- what steps are to be taken to assure the future safety of the adult at risk
- the provision of any support, treatment or therapy, including on-going advocacy
- any modifications needed in the way services are provided (for example, same gender care or placement; appointment of an OPG deputy)
- how best to support the adult through any action they may want to take to seek justice or redress
- any on-going risk management strategy as appropriate.

The plan should outline the roles and responsibilities of all individuals and agencies involved.

Identified lead practitioner: Monitor the plan on an on-going basis, within agreed timescales.

Review of the enquiry (optional)

S.A.M.: Where appropriate, arrange a review. The purpose of the review is:

- to evaluate the effectiveness of the adult safeguarding plan
- to evaluate whether the plan is meeting/achieving outcomes

- to evaluate risk.
- Ensure that the review of the adult safeguarding plan, and decisions about the plan, are communicated and agreed with the adult at risk. Following the review process, it may be determined that:
 - the adult safeguarding plan is no longer required; or
 - the adult safeguarding plan needs to continue.
- Agree and make any changes or revisions to the plan, and record.
- Set new review timescales (if needed) and identify the lead professional who will continue monitoring and reviewing.

