

ADULT SAFEGUARDING CONSULTATION

1. Terms of reference

1.1 Purpose

The adult safeguarding consultation was established to support the implementation of the model for safeguarding in Croydon Feb 2018 where safeguarding concerns are triaged by the allocated worker.

The consultation is intended to support staff to make the following decisions:

- a. The need, or not, for a safeguarding concern to be raised
- b. The need, or not, for a S42 enquiry.

***Where a decision on the progress of a safeguarding concern has not been made within 5 working days then the allocated social worker will be required to attend the safeguarding consultation.**

The safeguarding consultation provides advice and guidance to social workers and other professionals who may attend with the social worker.

Presenting cases at the consultation is recommended for safeguarding cases where there are high risks or uncertainty / contention about case direction or case management.

It is mandatory for self-neglect and hoarding cases, (where attempts to engage the adult have not been successful) to be presented at the consultation.

Other proposed enquiries, where eligibility has not been met, must be presented at the safeguarding consultation for discussion.

The responsibility to take appropriate actions rests with the social worker and their team Managers/SAMS/Heads of Service and is not transferred to the safeguarding consultation chairs.

1.2 Membership

The consultation is open to all Health, Wellbeing and Adults staff who have safeguarding concerns about an adult or are undertaking the triage of safeguarding concerns. The allocated worker is expected to present the case at the consultation meeting. They may wish to involve colleagues or partner agencies in consultation discussions if it is felt necessary.

The consultation will be chaired on a rota basis by managers and social worker from the S42 enquiry team. A representative is also available from the Croydon CCG if the case has particular relevance to them. Ideally the consultation will have two chairs at each meeting.

1.3 Administration

The consultation will take place on a weekly basis between 2 and 4pm every Tuesday. The consultation administration is provided by the Adult Safeguarding Planning Officer assigned to the safeguarding unit. Requests to discuss safeguarding cases at the consultation should be made via a dedicated mailbox; Adultsafeguardingconsultation@croydon.gov.uk and slots will be allocated by Adult Safeguarding Planning Officer who will also record outcomes on Liquid Logic (LAS).

On receipt of the request you will be sent an email and a meeting invite detailing the date, time and venue for you to present at consultation. If you are not able to attend the slot given you will be required to decline the meeting request via your calendar, and include the reason for non-attendance. This will allow for the slot to be allocated to another worker.

1.4 Links with other processes / consultations

Practitioners should consider if a referral to another consultation or process is more appropriate or could be made in addition to a discussion at the safeguarding consultation. In particular consider the need to: report a serious incident (health); refer to MARAC, RVMP, Family Group Conferencing, MAPPA, S1 risk management meeting.

If services are required as part of a safeguarding protection plan these will need to be presented at the funding consultation for authorisation as usual.

1.5 Review

There will be a formal review of the safeguarding consultation on an annual basis.

2. Process

2.1 The decision to bring a case to the consultation should be made in liaison with the safeguarding adults' manager (SAM) in the relevant community team and recorded on a 'diary note on LAS under adults case record' with a headline of 'safeguarding consultation request'

2.2 The 'Safeguarding consultation request email' should state the name of the adult, the LAS number and the reason for requesting to present the case at the consultation, include a brief summary of the concern and can include any recommendation being made by the worker.

2.3 If the proposed consultation discussion is regarding the decision that a S42 enquiry is, or is not required, the information gathering form should be completed before the consultation.

2.7 The email must be submitted by midday on the Monday.

2.8 An email will be sent to the social worker and team manager advising of the date and time. A calendar invite will be sent to the social worker. Consultation slots will be 20 minutes' duration, please state if more than one slot is required due to case complexity.

2.9 If the social worker is unable to attend the consultation they are expected to inform the Adult Safeguarding Planning Officer in a timely manner as well as explaining the reason for non-attendance.

2.10 The consultation must always be attended by the allocated social worker and if felt necessary by the SAM. SAMs should consider case complexity and the need to support staff at the consultation.

2.11 If it would be helpful for another person to attend the consultation, as discussed at 1.2 above, it is the responsibility of the allocated worker to arrange this. The name and job role of any additional attendee and the reason for their attendance should be included in the email to the adult safeguarding consultation.

2.13 The Adult Safeguarding Planning Officer will record the discussion and recommended outcome of the consultation and this will be up-loaded to LAS on a 'Adult Safeguarding consultation outcome' case note and will notify the social worker and team manager.

3. Urgent cases

If urgent discussions are required which cannot wait until the next consultation, any of the consultation chairs detailed above, the Head of Service (HoS) for safeguarding or the HoS for the relevant community team can be approached for a discussion outside of the consultation. Completion of the information gathering form must be ensured and a timescale agreed if it has not been completed at the time of the urgent discussion. The chair or HoS who conducts this discussion will ensure that they complete a 'Safeguarding consultation outcome' case note.

4. Escalation

If there is disagreement about case progress and decisions, the discussion can be escalated to the HoS for Safeguarding and the HOS for community team. The case will be escalated by the relevant consultation chair and will only be escalated following consultation or urgent out-of-consultation discussion. Also consider involving the CCG where health commissioned services are involved in the concern.