

Vulnerable Adult Safeguarding Board
Multi-Agency Adult Protection Policy Review 2009

29th September 2009

Dear Colleagues

The Revised Multi-Agency Adult Protection Policy 2009

I would like to take the opportunity to inform you that the Multi-Agency Adult Protection Policy has now been revised.

You can get a copy by going online at www.shropshire.gov.uk or www.telford.gov.uk and type Adult Protection into the search engine.

Please make sure that the out of date Policy contents are replaced by the new document. The existing ring binders should be kept. If you do not have an original folder, please hole punch the pages and put them in a clearly labelled ring binder.

Checks will be carried out by a range of organisations to ensure that the policy is being used and the most up to date copy is available to staff. These checks may be carried out by someone from the Vulnerable Adult Safeguarding Board, the Care Quality Commission, Contracts departments or the Supporting People Programme Team.

Key changes are summarised in the table below:

Area of work	Key changes
Policy section	Added Zero tolerance to abuse statement. Amended definitions including adding a definition of Safeguarding. New terms of reference added to Role of VASB section.
Appendix 1.	This has been reordered so guidance is given in the order that things should be happening in. For example: - receiving a referral - completing the strategy discussion - allocating an investigating worker Added Derivation of Liberty as an example of potential physical abuse.
Referral form	Changed to: <ul style="list-style-type: none">• improve the strategy discussion• Increase space for referrer to explain protection plan and possible problems with it. Team Manager / Senior to check protection

	<p>arrangements are in place.</p> <ul style="list-style-type: none"> • Level of harm recorded at this stage.
Level of harm assessment	<p>This has been amended to:</p> <ul style="list-style-type: none"> • add detail about recording the potential for harm • Include “none” which is particularly relevant if an allegation is not substantiated. • End level of harm added to Closure Form.
The role of the investigating worker/ investigation stage	<p>This section has been changed to:</p> <ul style="list-style-type: none"> • Give more detail and guidance about the extent of the role including with the Chairperson, coordinating any specialist investigators needed. • Include an investigators report which must be supported with evidence reviewed attached. <p>Level I changed to become the Level I Investigation Stage.</p>
Changes to paperwork	<p>Apart from those already mentioned on the document the following has been added:</p> <ul style="list-style-type: none"> • witness statement • adult protection reference number added to each level of paperwork to link papers together • agendas amended
Exiting the process	<p>The ability to exit at Level I if the abuse is a low level of harm has been added. A protection plan must be evidenced and if it recurs, cannot be exited at Level I again.</p>
Serious case review section	<p>More detail has been put into this section including roles and responsibilities for:</p> <ul style="list-style-type: none"> • members of the Panel • Chair • VASB <p>New documents have been added and include:</p> <ul style="list-style-type: none"> • Independent authors report • Panel executive summary • Agendas • Standard letter to agency asking for report
Legislative changes	TBC
Role and responsibilities of Senior / Team Manager / Chairperson	<p>The guidance provided in appendix 1. has been strengthened. Emphasis has been put on what they are responsible for including being satisfied with the quality of investigation and associated paperwork.</p>

Service user involvement in the process	This has been strengthened throughout the document. Of particular importance is gathering service user's views at the end of the investigation. This has become part of the process of closing the AP case.
Institutional Abuse	The following has been clarified: <ul style="list-style-type: none"> • starting a case with no vulnerable adult named (a selection of names to be used in order to create a referral) • review document to be completed as part of the investigation
Appendix 4.	Clarification about Shelton cases known to Telford being lead by T&W teams.

Please remember to inform colleagues and staff of the changes that have been made and where they can find a copy of the Policy. This letter should be read in conjunction with the revised (version 4) Policy.

If there is enough interest, Judith McGillivray, Principal Officer, Adult Protection, Telford & Wrekin Council, will be delivering some update sessions for the Independent Sector.

Thank you for your time and attention.

Yours sincerely

Judith McGillivray and Peter Clarke
Telford and Shropshire Adult Protection Lead Officers