

Ensuring our safeguarding arrangements act to help and protect adults

INTER-AGENCY SAFEGUARDING ADULTS PROCEDURE

Version 9



Contents	Page
1. Change Record	2
2. Procedure Summary Diagram	3
3. Procedure Summary	5

Ensuring our safeguarding arrangements act to help and protect adults

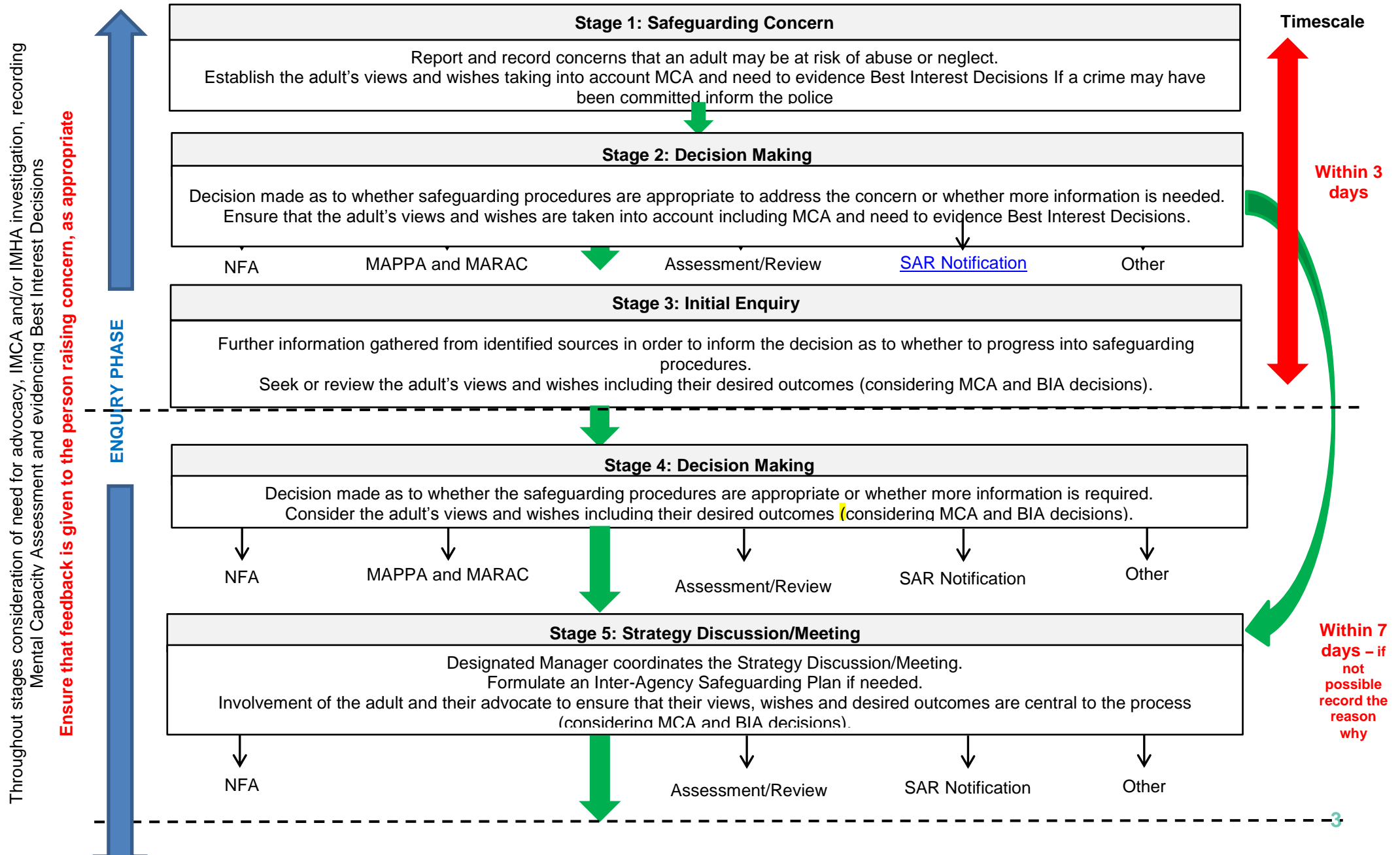
Teeswide Safeguarding Adults Inter-Agency Procedure

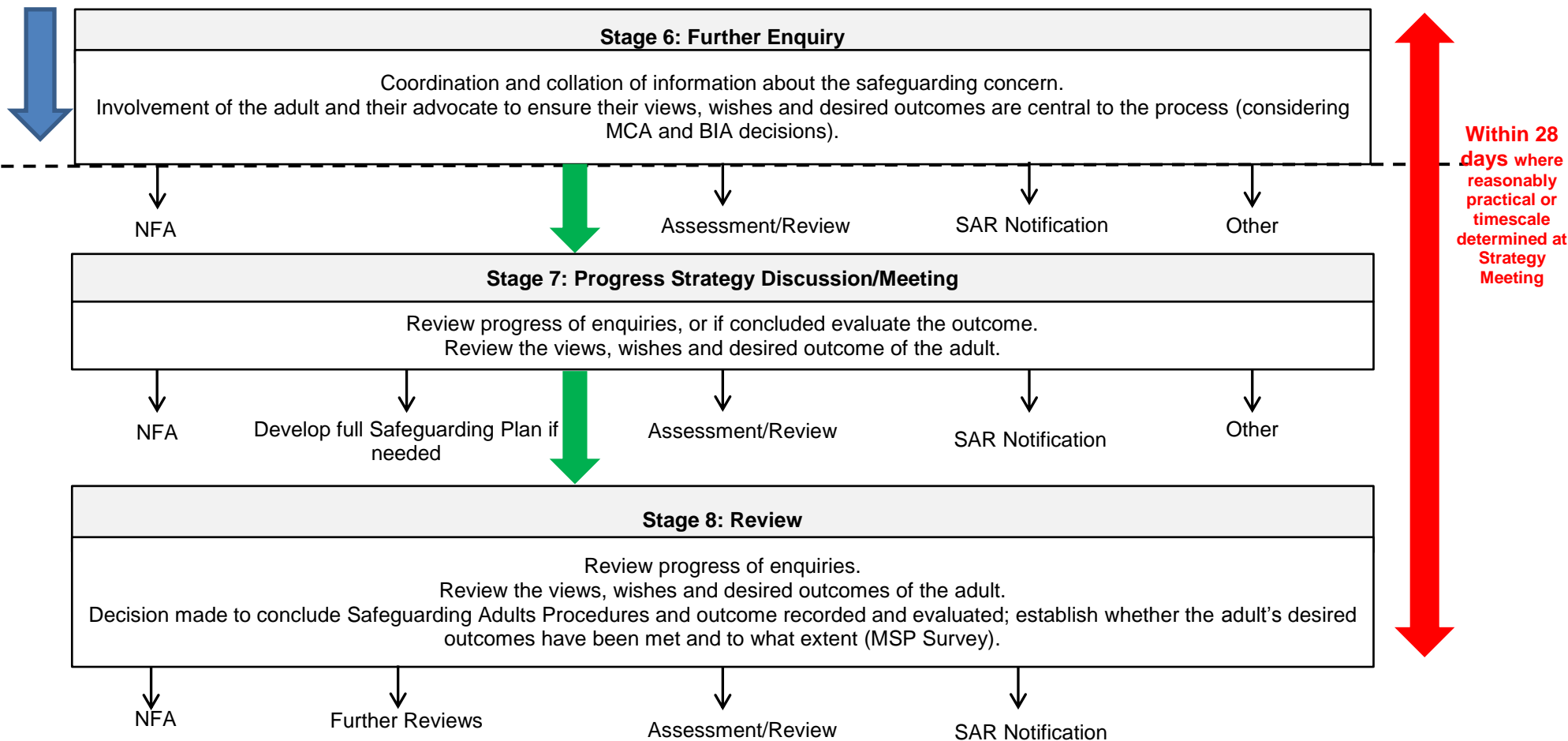
Change Record

Date	Author	Version	Change Description	Approved	Target Audience	Document Review Date
1.10.11	Teeswide Safeguarding Adults Co-ordinators	4	Replacement of version 3 November 2008, implemented 1 January 2009	Teeswide Safeguarding Vulnerable Adults Board	Multi-agency circulation	October 2012
12.5.15	Task and Finish group	5	Interim procedures to ensure compliance with the Care Act 2014	Teeswide Safeguarding Adults Board	Multi-agency circulation	September 2015
21.8.15	Task and Finish group	6	Review of procedures following 3 month trial period	Teeswide Safeguarding Adults Board	Multi-agency circulation	September 2016
18.10.16	Task and Finish group	7	Annual Review of procedures. Introduced SAR notification.	Teeswide Safeguarding Adults Board	Multi-agency circulation	July 2017
27.6.17	Policy, Procedure and Practice Sub-Group	8	Minor change following a national SAR recommendation	Teeswide Safeguarding Adults Board	Multi-agency circulation	June 2018
13.02.18	Task and Finish Group	9	Minor changes following SAR3 Action Plan; feedback to referrer, professional challenge, 'think family'	Teeswide Safeguarding Adults Board	Multi-agency circulation	

Ensuring our safeguarding arrangements act to help and protect adults

Teeswide Safeguarding Adults Inter-Agency Procedure Summary Diagram





Key:

- IMCA Independent Mental Capacity Advocate
- IMHA Independent Mental Health Advocate
- MAPPA Multi-Agency Public Protection Arrangements
- MARAC Multi-Agency Risk Assessment Conference
- MSP Making Safeguarding Personal
- NFA No Further Action- within safeguarding
- SAR Safeguarding Adults Review
- MCA Mental Capacity Assessment
- Other LA equivalent to a high risk panel / risk management processes

Teeswide Safeguarding Adults Inter-Agency Procedure Summary

In accordance with the Care Act 2014, safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Throughout any safeguarding process make reference to the Teeswide Professional Challenge Procedure and [Safeguarding and Promoting the Welfare of Children and Adults at Risk](#).

The adult experiencing, or at risk of abuse or neglect will be referred to the adult throughout this procedure.

	Stage of Procedure	Role	Responsibility	Maximum Timeframe
ENQUIRY PHASE	1 Concern	<ul style="list-style-type: none"> • Acknowledge receipt of Concern where appropriate • Take immediate action to safeguard anyone at risk of abuse or neglect • Report and record concerns that an adult maybe at risk of abuse or neglect • Establish the adult's views and wishes in line with MSP taking into account MCA and need to evidence Best Interest Decisions • Where an adult dies and abuse or neglect is suspected, a concern must be raised 	Person raising concern	Immediate Inter-agency concern form completed within 1 day
	2 Decision Making	<ul style="list-style-type: none"> • Decision made as to whether the Inter-agency Safeguarding Procedure is appropriate to address the concern or whether more information is required as part of the enquiry • Decision support guidance used to inform the decision making process • Ensure that the views and wishes of the adult are taken into account • If a capacitated adult expresses that they do not wish the Concern to progress, the decision maker must record the rationale if taking further action • Determine who will undertake the initial enquiry if not the LA. • Consider alternative action if safeguarding procedures are not appropriate for example MAPPA, MARAC, Assessment/Review, SAR 	Designated Officer	Within 3 days of receiving the concern

ENQUIRY PHASE	Stage of Procedure	Role	Responsibility	Maximum Timeframe
		<p>Notification or other local risk management processes.</p> <ul style="list-style-type: none"> Consider providing feedback to the person raising the concern (record rationale if not providing feedback) If the concern relates to a deceased adult, consideration to be given to raising a SAR notification If the adult dies after the safeguarding concern has been raised, the enquiry will continue 		
	3 Initial Enquiry	<ul style="list-style-type: none"> Further information gathered from identified sources in order to inform the decision as to whether to progress into safeguarding procedures Seek or review the adult's views and wishes including their desired outcomes (considering MCA and Best Interest Decisions) Consider whether the adult requires an independent advocate to support them Consider providing feedback to the person raising the concern* 	Safeguarding partners; adult, their advocate, relative and carers	Within 3 days of receiving the concern
	4 Decision Making	<ul style="list-style-type: none"> Decision made as to whether the safeguarding procedures are appropriate to address the concern or whether more information is required as part of the enquiry Decision support guidance used Consider the adult's views and wishes including their desired outcomes (considering MCA and Best Interest Decisions) Consider whether the adult requires an independent advocate to support them Consider alternative action if safeguarding procedures are not appropriate Consider providing feedback to the person raising the concern* 	Designated Officer	Within 7 days of receiving the concern, if more time is required, the reason for the extended timescale must be recorded.
	5 Strategy Meeting	<ul style="list-style-type: none"> Designated Officer co-ordinates the strategy discussion/meeting If a crime is suspected and there is any indication that the possible perpetrator may be invited to the Strategy Meeting a discussion will take place between the Strategy Chair and the Police to agree relevant and appropriate attendance Agencies invited to attend the strategy discussion to ensure they are prepared for the meeting and have the relevant information available to contribute to information sharing and decision making If the strategy discussion has taken place via telephone to ensure the 	Designated Officer/all attendees	Within 7 days of receiving the concern, if more time is required, the reason for the extended timescale must be recorded.

	Stage of Procedure	Role	Responsibility	Maximum Timeframe
		<p>adult is protected, then a face-to-face strategy meeting will be convened at the earliest opportunity</p> <ul style="list-style-type: none"> • Formulate an Inter-agency safeguarding plan if needed • Determine who will undertake the further enquiry if not the LA • Agree timescale for completion of enquiry • Involvement of the adult, their advocate, relative or carers to ensure that their views, wishes and desired outcomes are central to the process (considering MCA and Best Interest Decisions) • Consider alternative action if safeguarding procedures are not appropriate • Consider providing feedback to the person raising the concern* • If a subsequent safeguarding concern is raised during an open safeguarding episode, this new concern must be explicitly considered and if necessary, a further face-to-face strategy meeting must be held 		
6	Further Enquiry	<ul style="list-style-type: none"> • Agencies will provide an update on actions allocated at the previous strategy meeting • Co-ordination and collection of information about the safeguarding concern and the context in which it happened • On-going activity to address any protection needs • Involvement of the adult, their advocate, relative or carers to ensure their views, wishes and desired outcomes are central to the process (considering MCA and Best Interest Decisions) • Identified lead investigator to report back to the Progress Strategy Discussion/Meeting every 28 days if the enquiry takes more than 28 days 	Identified Lead Investigator	Within the timeframe agreed at the Strategy Discussion/Meeting
7	Progress Strategy Meeting	<ul style="list-style-type: none"> • Review progress of enquiries, or if concluded evaluate the outcome • Review the views, wishes and desired outcomes of the adult • Review the interim safeguarding plan • Develop full safeguarding plan if needed • Set a date for the next Progress Strategy Meeting if needed • Decision made to conclude Safeguarding Adults Procedures if appropriate and outcome recorded • Consider providing feedback to the person raising the concern* 	All attendees	Within 28 days of the initial Strategy Discussion/Meeting

	Stage of Procedure	Role	Responsibility	Maximum Timeframe
8	Review	<ul style="list-style-type: none"> • Review progress of enquiries • Review the views, wishes and desired outcomes of the adult • Set a date for the next Progress Strategy Discussion/Meeting if needed • Decision made to conclude Safeguarding Adults Procedures and outcome recorded and evaluated • Establish and record whether the adult's desired outcomes have been met and to what extent (MSP Survey) • Consider whether alternative action is required if safeguarding procedures have been concluded • Provide feedback to the person raising the concern 	All attendees, the adult, their advocate, relative and carers	Within 28 days of the Progress Strategy Meeting

***Particularly when the person raising the concern has an ongoing relationship with the adult**