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**Council Officer Quick Guide to the Adult Protection Process**

| **Stage** | **Action** | **Responsibility** | **Timescale** | **Decisions/Outcome** |
| --- | --- | --- | --- | --- |
| 1. Raising a concern | * deal with immediate needs/risks * report to line manager * record concerns * Refer to Social Work Resources | All Social Work staff  Manager of Service | * if emergency immediately or same working day | * is emergency action required? * should Police be notified? |
| 2. Referral process | * clarify facts within referral * if staff implicated notify line manager * complete referral form (AP1) * management governance and oversight | Manager of Service  All Social Work staff | * if emergency immediately or within 24 hours * physical or sexual harm refer immediately within 24 hours | * refer to Fieldwork Team/CMHT * should Care Inspectorate be notified * should MWC be notified * should Police be notified * send AP1 to Social Work Resources |
| 3. Inquiry without investigative actions process | * Allocate to a council officer * clarify facts within referral * check SWiSplus client records /other involved parties * liaise with other involved agencies * discuss/plan with team leader/manager * consider advocacy services * complete Adult Protection Inquiry screen * management governance and oversight | Council Officer  Team Leader/ Manager | * Five working days from receipt of referral to complete | * does the adult meet the ‘3 point criteria’ * is a capacity assessment required * are investigative actions required * should the Police be consulted * consider all protective legislation – AWI, ASP, MHCTA, Police powers etc. * discuss outcome of AP inquiry with Team Leader/Manager * is referral to Advocacy required * is planning meeting required |
| 4. Planning meeting process | * evaluate risk/needs/strengths/rights /outcomes * The AP1 should be made avail able to those attending the planning meeting. * Where relevant, plan investigative interview of adult and relevant others * Agree second worker * consider support services * consider Legal Services * consider interim protection plan * record multi agency outcome * complete Adult Protection planning meeting SWiS plus screen * Management governance and oversight | * Council Officer * Team Leader/ Manager * Police and NHS should be invited, with other partners to be invited as appropriate | * if emergency immediately or within five working days | * agree investigation plan – who, what, when, where * decide if protective measures to be put in place * consider all protective legislation – AWI, ASP, MHCTA, Police powers etc * agree timescales, roles and responsibilities * contingency planning * other non-ASP actions required if not progressing |
| 5. Inquiry with investigative actions process | * A range of powers are available: visiting premises, interviewing the adult, requesting medical examinations, examining records, applying for protection orders. * briefed by Team Leader/manager * investigative interview of adult and relevant others * debrief by Team Leader/Manager * complete risk assessment (AP2) * Management governance and oversight | Council Officer/s  Team Leader/ Manager | * if emergency immediately or within 20 working days of receipt of referral. | * decide if multi- agency case conference required * arrange multi- agency case conference * other non-ASP actions required |
| 6. Case  Conference  process | * Invite adult and relevant significant others (where appropriate) * Ensure adults voice is heard and views recorded * share relevant multi agency information * evaluate risk assessment * agree multi-agency core group membership * agree Protection Plan (where appropriate) * record and distribute decisions * complete adult Protection case conference SWiS plus screen * arrange multi agency review case conference and core group dates * Management governance and oversight | Fieldwork Manager  Team Leader  Council Officer/s  Agency partners | * within 20 working days from receipt of referral * three monthly thereafter if protection plan implemented. | * does the adult meet the ‘3 point criteria’ * is a protection plan required * is a protection order required * consider all protective legislation – AWI, ASP, MHCTA, Police powers etc * is a multi-agency review required * Adults’ views recorded and shared * Contingency planning * Should the CI / MWC be notified |
| 7. Protection planning process | * complete protection plan (AP3) * complete Adult Protection, protection planning SWiS plus screen * Management governance and oversight | Council Officer/s  Team leader/ Manager  multi-agency core group members | * Developed and agreed at the case conference * Distribute within two days following case conference * review four weekly | * does protection plan meet identified risks/ needs/ rights/ strengths/ outcomes * consider contingency planning |
| 8. Monitoring and reviewing process | * arrange core group meetings * arrange review case conferences * invites sent to adult and other services (as agreed at case conference) * minute meetings * review protection plan * Review contingency plan * re-evaluate risk/ needs/ strengths/ rights/ outcomes * arrange next multi agency review * Management governance and oversight | Fieldwork Manager  Team leader  Council Officer/s  multi-agency partners | * Core groups 4 weekly * Review case conferences within three months of initial or previous case conference | * does the adult meet the ‘3 point criteria’ * is a protection plan required * is a protection order required * consider all protective legislation – AWI, ASP, MHCTA, Police powers etc. * is a multi-agency review required |
| 9. Closing and recording the adult protection process | * Complete outstanding actions from review * Complete all SWiS plus case recording in line with SW procedures * Management governance and oversight | Council Officer/s  Team Leader/ Manager  Fieldwork Manager | * within 10 days following decision | * are reasons for closing the case clearly identified * considered other legislation/supports * defensible practice |