

**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 staffManager 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 ServiceAll 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
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| 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 OfficerTeam 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
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| 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/sTeam 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. CaseConferenceprocess | * 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 ManagerTeam LeaderCouncil Officer/sAgency 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/sTeam leader/ Managermulti-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

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| 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 ManagerTeam leaderCouncil Officer/smulti-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/sTeam Leader/ ManagerFieldwork Manager | * within 10 days following decision
 | * are reasons for closing the case clearly identified
* considered other legislation/supports
* defensible practice
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