

# Safeguarding 7 Steps Process Covid 19

## Stage 7 Review / closure

At the Case Conference a decision should be made whether the Safeguarding plan needs to be reviewed within the safeguarding process.

The purpose of the review is to check if the agreed actions in the Safeguarding Plan have taken place and whether any further action is needed. Reviews should always take place where there is ongoing risk of harm.

The closure process should establish how far the adult's outcomes / aims and wishes have been achieved and demonstrate how any remaining risks have been reduced. The case can close at any point during the process if the management of risks indicates the adult is no longer at risk of harm.

## Stage 6 Case Conference

Feedback to the meeting on the enquiries undertaken. This could include police investigation / internal HR policy / procedure / further assessment and review of risk management plan.

Virtual meetings should be attended by all partners. Where partners cannot attend a delegate must be appointed to share information from the enquiry. This could be undertaken through a range of different methods including teleconference, Skype, telephone, email or a combination of the above, to draw together the adult's and partners – not exhaustive.

The adult and their representative should remain at the centre of the process. A decision should be agreed on whether a further review of the risk management safeguarding plan is required (within 6 weeks).

## Stage 5 Enquiry

The enquiries that take place may be required to establish facts however, most importantly, they must identify where actions need to be taken to support the adult at risk. For example, the mitigations which have been taken to reduce and prevent the risk of further harm, abuse and or neglect should be described. Within the enquiry, the ongoing risk management plan should also be set out and agreed with the adult and their representative at the case conference (within 28 days).

## Stage 4 Strategy discussion or meeting

All partners are expected to attend virtual meetings. Meetings will use technology to support participation of the adult, their representative and identified partners. This could include teleconference, Skype, telephone, email or a combination of a range of methods to draw together the adult's and partners – not exhaustive. Where partners cannot attend / participate, a delegate must be appointed / and or written report / feedback on the agency's involvement with the adult and your views of the concerns. The Adult Social Care Safeguarding Team service representative will provide an initial verbal or written report. The purpose of the meeting / discussion will be to establish the lines of enquiry and who will lead the enquiry. The enquiry will report back at the case conference (within 28 days) Advocacy support will be considered by the adult. A multi-agency risk management plan will be developed at the strategy meeting / discussion – this can be developed by the range of communication methods described above.

## Stage 1 Raising a Concern (within your own organisation)

Anyone who becomes aware of concerns of abuse must report those concerns as soon as possible and within the same working day to the relevant manager / safeguarding lead identified in their agency procedures.

## Adult Safeguarding principles Sec 42 Cumbria's safeguarding duties remain a statutory duty under the Coronavirus Bill 2020.

Safeguarding Duties apply to an adult who:

- Has needs for care and support;
- Is experiencing, or is 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

Safeguarding work will continue to be outcome focused led by the adult at risk and consider where appropriate, the importance of advocacy for the adult.

The 6 principles of safeguarding should be applied throughout all stages of the process:

Prevention, Protection, Proportionality, Partnership, Empowerment, Accountability

The Mental Capacity Act (MCA) is a key consideration in all safeguarding work and all principles of MCA should be applied across assessment and proposed interventions.

Where an adult is deemed as having capacity in relation to the safeguarding concern, positive risk taking assessments should be completed with the adult. Where the adult chooses to make unwise decisions and the safeguarding process cannot keep the adult safe, the positive risk taking assessment should be completed with the adult and, advice from your organisational legal team. on both exercising and discharging our duty of care.

## Stage 2 Reporting the concern to ASC

The local authority must make enquiries, or require another agency to do so, whenever abuse or neglect is known or suspected, in relation to an adult with care and support needs.

Upon receiving a referral, Adult Social Care must gather as much information as possible from the referrer, multi-agency partners, the adult concerned, review previous records and ensure there is an initial risk assessment undertaken.

## Stage 3 Information gathering / decision making

The safeguarding adults service will apply the threshold guidance to support defensible decision making. This includes taking account of the specific guidance on unwitnessed falls, medication errors, pressure care and in residential care, resident to resident altercations, where no impact has occurred.

Decide within 48 hours if sec 42 enquiry is required.

Complete (or with consultation with Adult Social Care, Safeguarding Service will ask the referrer to complete) an initial mitigation risk plan

Consider consent / MCA – capacity of adult in relation to concern and Best Interests process as required

Support provision of advocacy

Only where it is safe to do so, undertake personal face to face visit with adults. In the event direct visits / contact cannot be made, use of technology e.g. email, Skype, telephone should be considered or through an appropriate person / representative – who has contact with the adult. **Please also refer to safe practice covid-19 guidance on visiting service users see Gov.uk**

Other actions will include informing the referrer of the outcome of the decision to progress or not

If other processes or assessment are required such as a Care Act assessment