# Trainer notes – Module 4 – Adults – Conference to conclusion

* PowerPoint for module
* Everyone should have the Wales Safeguarding Procedures App on phone or tablet to refer to throughout the module

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| Slides | Notes |
| 1 | Section 3.2 Responding to a report of an adult at risk  <https://safeguarding.wales/adu/index.a3pt2.html>   * [Adult protection conference: the rationale](https://safeguarding.wales/adu/a3pt2/a3pt2.p2.html) * [The adult protection conference: roles and responsibilities](https://safeguarding.wales/adu/a3pt2/a3pt2.p3.html) * [The adult protection conference: process](https://safeguarding.wales/adu/a3pt2/a3pt2.p4.html) * [Participation by the adult at risk](https://safeguarding.wales/adu/a3pt2/a3pt2.p5.html) * [Confidentiality and the sharing of information at the conference](https://safeguarding.wales/adu/a3pt2/a3pt2.p6.html)   Pointers for Practice: Preparing adults at risk for safeguarding meetings <https://safeguarding.wales/adu/ap/a3p.p6.html>  Pointers for Practice: Engaging the adult at risk on completion of the safeguarding process <https://safeguarding.wales/adu/ap/a3p.p7.html>  Pointers for Practice: Promoting participation amongst adults at risk with and without Mental Capacity <https://safeguarding.wales/adu/ap/a4p.p6.html>  Section 4  Planning and intervention for adults at risk of abuse and neglect <https://safeguarding.wales/adu/index.a4.html> |
| 2 | **Trainer note:**  This slide is **optional** – it summarises the process covered in the previous module. |
| 3 | **Trainer:**   * It is important for everyone to understand the importance of an advocate * It is essential that adults at risk are offered and supported by an independent advocate throughout the process.   Participation by the adult at risk  <https://safeguarding.wales/adu/a3pt2/a3pt2.p5.html?highlight=advocate> |
| 4 | Glossary  <https://safeguarding.wales/glossary.html>  **Adult protection conference** The adult protection conference is a multi-agency meeting which includes the individual adult at risk, their advocate and relevant others, as appropriate. A conference should support and as much as possible be steered by the adult at risk.  **Care and support protection plan for adults at risk experiencing abuse or neglect** This is the plan developed by the strategy group. The care and support protection plan seeks to remove or reduce the risk of abuse or neglect. The plan should include all elements of a plan required under Part 4 Section19 or 24 of the 2014 Act but emphasise the protection or risk management to support the individual achieve their personal outcomes. |
| 5 | **Trainer may clarify:**  A main **difference** between the strategy meeting/discussion and the adult protection conference is that the strategy meeting does not include the adult-at-risk advocate/carer as a participant, and the conference does. |
| 6 | **Trainer to explain/stress:**  **Participation by the adult at risk**  <https://safeguarding.wales/adu/a3pt2/a3pt2.p5.html>  It is important that the adult at risk’s attendance and participation is facilitated in line with their specific needs. A conference should support and as much as possible be steered by the adult at risk.  It is essential that adults at risk are offered and supported by an independent advocate throughout the process.  Their views should be considered as to:   * whether they wish to attend * whether they wish to attend and bring someone else with them * whether they wish to nominate someone to attend on their behalf and who this is.   **Promoting participation at the conference**  It is important that practitioners recognise that attendance at conference alone is not participation.  When the adult at risk is present at the conference it may be difficult for them to express their feelings/views. The chair needs to ensure ways are identified to support them in doing this effectively.  **Wherever possible the adult at risk should be involved in and assisted to participate in the conference and provide a steer for the development of the care and support protection plan.** The adult at risk has the right to refuse to participate, and may also advise that no conference should take place. In such situations an outcome report and covering correspondence should be made available to them. In order to facilitate participation in the conference process the role of the conference chair and practitioner are critical.  The adult protection conference: roles and responsibilities <https://safeguarding.wales/adu/a3pt2/a3pt2.p3.html> |
| 7 | Roles and responsibilities <https://safeguarding.wales/adu/a3pt1/a3pt1.p15.html>  Glossary  <https://safeguarding.wales/glossary.html>  Is a social services local authority employee who should ensure that an adult protection conference is convened, chaired and a record taken.  **The lead co-ordinator**  The lead co-ordinator must be an individual who is employed within social services and where possible be a qualified social worker registered with Social Care Wales.  The lead co-ordinator is responsible for:   * arranging and chairing strategy meetings and adult protection conferences * monitoring and reviewing progress of the care and support, protection plan * determining whether outcomes have been achieved and termination of the adult safeguarding process.   The role may be delegated to another statutory partner, **but** statutory responsibility remains with the local authority. |
| 8 | The lead practitioner  <https://safeguarding.wales/adu/a3pt1/a3pt1.p15.html>  At the initial strategy meeting the lead co-ordinator must ensure that a lead practitioner (this is referred to as the lead care and support protection plan practitioner) identified, and their contact details recorded.  If it is not possible to identify a lead practitioner, the relevant senior manager responsible for safeguarding in social services must be informed immediately.  **N.B.** The lead practitioner does not necessarily have to be a social worker. For example, the role could be undertaken by a nurse or other health practitioner. However, the practitioner must have the knowledge and skills to undertake the role and complete the tasks outlined above |
| 9 | The chair  <https://safeguarding.wales/adu/a3pt2/a3pt2.p3.html>  Normally a conference will be chaired by a lead co-ordinator for social services. In certain circumstances another agency may chair the conference where that agency has more appropriate professional expertise or experience, who will be referred to as the delegated lead co-ordinator.  In large-scale investigations a more senior/independent person may be required to co-ordinate and chair.  The chair of the conference should be satisfied that sufficient information is available in order for the conference to make an informed judgement about the continuing risk of abuse or neglect to the adult at risk. |
| 10 | Attendance of practitioners  <https://safeguarding.wales/adu/a3pt2/a3pt2.p3.html> |
| 11 | The adult protection conference: process  <https://safeguarding.wales/adu/a3pt2/a3pt2.p4.html> |
| 12 | The adult protection conference: process  <https://safeguarding.wales/adu/a3pt2/a3pt2.p4.html>  **Trainer to note:**  This is a change. Each agency invited to attend the conference should provide to the chair, two working days in advance a written report.  Pointers for Practice: Preparing reports for safeguarding meetings <https://safeguarding.wales/adu/ap/a3p.p5.html> |
| 13 | Sharing reports with the adult at risk  <https://safeguarding.wales/adu/a3pt2/a3pt2.p4.html>  Reports should be shared with the adult at risk prior to the conference, unless to do so would place them at further risk, i.e. perpetrator may have access to the report, may cause distress to the adult or is not in their best interests.  It is important that the adult at risk is aware of the content of any reports about them prior to conference. This enables them to:   * confirm they agree with the content * be prepared for what is going to be shared with other agencies and at conference. |
| 14 | The agenda  <https://safeguarding.wales/adu/a3pt2/a3pt2.p4.html> |
| 15 | Record of adult protection conference  <https://safeguarding.wales/adu/a3pt2/a3pt2.p4.html> |
| 16 | Planning and intervention for adults at risk of abuse and neglect   * [Adult at risk of abuse and/or neglect: the care and support protection plan](https://safeguarding.wales/adu/a4/a4.p2.html) * [Role and responsibilities in relation to the care and support protection plan](https://safeguarding.wales/adu/a4/a4.p3.html) * [The care and support protection plan](https://safeguarding.wales/adu/a4/a4.p4.html) * [Engaging the adult at risk in planning](https://safeguarding.wales/adu/a4/a4.p5.html) * [Reviewing the adult safeguarding (adult protection) process](https://safeguarding.wales/adu/a4/a4.p6.html) * [Closure of the safeguarding (Adult Protection) process](https://safeguarding.wales/adu/a4/a4.p7.html) * [Complaints](https://safeguarding.wales/adu/a4/a4.p8.html) |
| 17 | [The care and support protection plan](https://safeguarding.wales/adu/a4/a4.p4.html)  [Pointers for Practice: Developing a Care and support protection plan: Lessons Learnt from Adult Practice Reviews](https://safeguarding.wales/adu/ap/a4p.p2.html)  Pointers for Practice: Identifying Effective Interventions for Adults with a Care and support protection plan  <https://safeguarding.wales/adu/ap/a4p.p4.html> |
| 18 | Pointers for Practice: Developing a care and support protection plan: lessons learnt from adult practice reviews  <https://safeguarding.wales/adu/ap/a4p.p2.html?highlight=serious> |
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| 20 | Reviewing the adult safeguarding (adult protection) process  <https://safeguarding.wales/adu/a4/a4.p6.html?highlight=reviews>  Pointers for Practice: Monitoring and reviewing the plan  <https://safeguarding.wales/adu/ap/a4p.p5.html?highlight=reviews>  Pointers for Practice: an agenda for review meetings  <https://safeguarding.wales/adu/ap/a4p.p7.html?highlight=reviews> |
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| 22 | Participation by the adult at risk in the review of their care and support protection plan <https://safeguarding.wales/adu/a4/a4.p6.html>  The adult at risk should be supported to take a lead in ascertaining whether the plan is being effective. They may wish to bring an [advocate](https://safeguarding.wales/adu/a4/a4.p6.html#tooltip). If the adult at risk has been assessed as lacking mental capacity to make decisions about the care and support protection plan then the person identified as acting in their best interests should be invited.  It is essential that evidence about quality changes to their lived experience, in terms of feeling and being safe, are central to decision-making. The adult at risk should be provided with information about options that could be included in the plan that could make it more person-centred. |
| 23 | Closure of the safeguarding (adult protection) process  <https://safeguarding.wales/adu/a4/a4.p7.html> |
| 24 | <https://safeguarding.wales/adu/a4/a4.p7.html>  Wherever possible, the adult at risk should be involved in the conclusion of the safeguarding process.  All relevant agencies and practitioners involved with the adult at risk should be notified when the adult safeguarding process has concluded.  If the adult safeguarding process ends but later the risk increases, or abuse or neglect occur, then a new report and enquiries should be completed. |