

Chairing Adult Safeguarding Case Conference Protocol

Chairing of case conferences is an integral part of the safeguarding adults' process and requires managers and senior practitioners within Adult Social Care to Chair the conferences.

To ensure the process runs as efficiently as possible, the following information has been designed in consultation between managers.

This protocol should run alongside and compliment the Multi Agency Adult Safeguarding Policies and Procedures.

Safeguarding Investigation is carried out by the safeguarding coordinator

Safeguarding Conference Report is written and any other relevant information collated by the Safeguarding Coordinator

The Safeguarding Coordinator is responsible for booking the case conference within 28 days. This will allow the Chair time to receive and read the report. Simultaneously correspondence will be sent to the appropriate attendees. This task will be completed by Business Support at the request of the Safeguarding Coordinator.

Safeguarding Coordinator to contact the Chair a minimum of 1 week prior to the case going to conference, with safe transfer of the report being agreed. Failure of this should be recorded with the reason for the breach in procedure. At this point, a list of attendees will be forwarded to the Chair.

It is the Chair's responsibility to check that they have received the correct information for them to proceed. If not, or they believe there is a conflict of interests (previous involvement in the case) they must inform the Safeguarding Coordinator immediately. It is then up to the Chair to ask another person to step in and Chair that individual case conference.

All case conferences will provide an outcome. However, it is recognised that there may be a need to hold further meetings. In this event, it is expected for continuity reasons that the Chair remains the same. Agreed times for future meetings are to be set prior to the closure of the case conference. This will be backed up by Business Support.

Supplementary Notes for Chairs and Safeguarding Coordinator

- It would be good practice for people who are attending the Case Conference to be invited to arrive 30 minutes earlier and have access to documentation. At this point, the report should be handed out to all participants so they are fully aware of the content and purpose of the meeting. It must be reiterated also that the report is not to leave the building and must be collected from all parties present at the meeting.
- If a professional from either Adult Social Care Services or a partner agency cannot attend for any reason then they must send their apologies and submit a brief report/summary about their involvement and recommendations for the Chair.
- Attendance of family members should be discussed and looked at on a case by case basis.
- If a service user is in attendance at the case conference, then please be mindful about whether they need extra support i.e. if they have communication difficulties, do you need a member of the communication therapy team present, advocacy or IMCA services. This may also mean the format and delivery of the case conference may need to adapt to suit that person's needs. It may be for consideration that the service user may only need to attend a small proportion of the conference to reduce distress and keeping in mind people's attention span and or memory.
- The report itself is confidential and restricted. Therefore any copies that are handed out at case conference should be collected back in by the Chair or Business Support. The Safeguarding Coordinator as part of their preparation for conference would have already discussed the findings and recommendations of their report with relevant individuals, the recipient of the investigation or their representative.