

Social Work – Quick Guide to the Adult Protection Process



**Don't ignore it
Report it!**

Stage	Action	Responsibility	Timescale	Decisions/Outcome
1. Raising a concern	<ul style="list-style-type: none"> Deal with immediate needs/risks Report to line manager Record concerns Refer to Social Work Resources 	All Social Work staff Manager of service	<ul style="list-style-type: none"> If emergency immediately or same working day 	<ul style="list-style-type: none"> Is emergency action required Should Police be notified
2. Referral process	<ul style="list-style-type: none"> Clarify facts within referral If staff implicated notify line manager Complete referral form (AP1) 	Manager of service All Social Work staff	<ul style="list-style-type: none"> If emergency immediately or within 24 hours 	<ul style="list-style-type: none"> Refer to fieldwork team/CMHT Should Care Inspectorate be notified Should Police be notified Send AP1 to Social Work Resources
3. Inquiry process	<ul style="list-style-type: none"> Clarify facts within referral Check SWiSplus client records/other involved parties Liaise with health/other involved agencies Contact/visit adult – where appropriate Debrief/plan with team leader/manager Consider Advocacy services Complete Adult Protection Inquiry screen Input investigation start date into SWiS Plus 	Council Officer Other key workers Team leader/manager Council Officer	<ul style="list-style-type: none"> Physical or sexual harm immediately within 24 hours - other harm types 5 working days 5 working days 	<ul style="list-style-type: none"> Does the adult meet the '3 point criteria' Is a capacity assessment required Is an investigation required Should the police be consulted Consider all protective legislation – AWI, ASP, MHCTA, Police powers etc Commence AP2 Risk Assessment Is referral to Advocacy required Outcome of Inquiry letter sent to AP1 referrer (only public bodies)
4. Planning meeting process	<ul style="list-style-type: none"> Evaluate risk/needs/strengths/rights/outcomes Plan investigative interview of adult and relevant others Consider Advocacy services Consider Legal Services Consider interim protection plan Complete Adult Protection planning meeting SWiS Plus screen Update SWiS Plus investigation screen 	Council Officer Other key workers Team leader/manager Multi agency partners	<ul style="list-style-type: none"> If emergency immediately or 5 working days 4 weekly Core Groups thereafter 	<ul style="list-style-type: none"> 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 AP2 Risk Assessment ongoing
5. Investigation process	<ul style="list-style-type: none"> Briefed by Team Leader/manager Investigative Interview of adult and relevant others Debrief by Team Leader/manager Complete risk assessment (AP2) 	Council Officer/s Team leader/manager	<ul style="list-style-type: none"> If emergency immediately or within 5 working days of receipt of referral 	<ul style="list-style-type: none"> Decide if multi agency case conference required Arrange multi agency case conference
6. Case conference process	<ul style="list-style-type: none"> Share relevant multi agency information Evaluate risk assessment (AP2) Consider Council Officer risk assessment recommendations Record and distribute decisions, where appropriate Complete Adult Protection case conference SWiS plus screen Arrange multi agency review date 	Fieldwork manager Team leader Council Officer/s Agency partners	<ul style="list-style-type: none"> Within 20 working days from referral 3 monthly thereafter 	<ul style="list-style-type: none"> 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
7. Protection planning process	<ul style="list-style-type: none"> Complete protection plan (AP3) Agree multi agency core group membership Complete Adult Protection planning SWiS plus screen 	Council Officer/s Team Leader/Manager Multi agency core group members	<ul style="list-style-type: none"> Within 10 days following case conference 	<ul style="list-style-type: none"> Does protection plan meet identified risks/needs/rights/strengths/outcomes Consider contingency plan
8. Monitoring and reviewing process	<ul style="list-style-type: none"> Arrange core group meetings Record meetings Review protection plan Re-evaluate risk/needs/strengths/rights/ outcomes Arrange next multi agency review 	Fieldwork manager Team leader Council officer/s Multi agency partners	<ul style="list-style-type: none"> Within 3 months of initial or previous case conference 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Complete outstanding actions from review Complete all SwiS plus case recording in line with SW procedures 	Council Officer/s Team leader/manager Fieldwork manager	<ul style="list-style-type: none"> Within 10 days following decision 	<ul style="list-style-type: none"> Are reasons for closing case clearly identified Considered other legislation/supports

3 point criteria

The Act defines adults at risk as individuals, aged 16 years or over, who:

- are unable to **safeguard themselves**, their property, rights or other interests, and
- are at risk of **harm**, and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more **vulnerable to being harmed** than adults who are not so affected.

The presence of one particular condition does not automatically mean an adult is an 'adult at risk'. For an adult to be at risk in terms of the Adult Support and Protection (Scotland) Act 2007, the adult must meet all three points above.

Not sure if the adult meets this 3 point criteria?

- Make the referral to Social Work

Remember, you have a duty to report your concerns!



**For further advice or information
contact Social Work Resources on**

Phone: 0303 123 1008

**Immediate danger contact
the Police**

Phone: 999

Police non-emergency

Phone: 101

**For medical assistance, contact the
persons GP or NHS 24**

Phone: 0845 242424

**If you need this information
in another language or format,
please contact us to discuss how
we can best meet your needs.**

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