

## **COVID-19**

### **PRACTICE GUIDANCE FOR ADULT PROTECTION**

**3.1 & 3.2 Reviewed and updated on 15th September  
2020**

**Approved by the Public Protection Partnership on  
30<sup>th</sup> September 2020 and implemented on 1st  
October 2020.**

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### 3.0 Adult Protection

#### 3.1 IRD/Adult Support and Protection Case Conference (ASPCC)

Taking cognisance of the same challenges faced across Adult Support and Protection the following model will be applied with immediate effect-

- Police, NHS (when NHS IRD rota is implemented) and Social work will explore information, assessments and chronologies to enable informed decisions to be made regarding holding an Adult Support and Protection Case Conference (ASPCC). Consideration should always be made of information supplied by health professionals where they are involved. It would be prudent to ask Health professionals involved for an opinion on how to progress. Advocacy should be considered for each adult too.
- When the outcome of an IRD is to hold an Adult Support and Protection Case Conference, Social Work notify Admin to inform them about this and the date of the IRD.
- When the outcome of an IRD is to hold a Duty to Investigate and if the Outcome of the Duty to Investigate is to hold an ASPCC, Social Work notify Admin to inform them about this and the date of the IRD.
- When the outcome of an IRD is to hold a Professional Concerns meeting (PCM) and if the Outcome of the PCM is to hold an ASPCC, Social work notify Admin to inform them about this and the date of the IRD.
- Where feasible, Social Work will seek views of the Adult at risk, their relative/carer/proxy and Advocacy representative to ensure this is fully considered in decision-making.
- Social Work send Case Conference Admin the ASPCC Invitee list.
- Case Conference Admin appoint an Independent Chair (Team Manager or equivalent) and minute taker.
- Identified Chair will accept calendar entry. Identified Chair will access Webex Teams and schedule a meeting. Chair will invite Case Conference Admin. (This will generate a Webex Link).
- Social Work advise Case Conference Admin what time the Adult at risk, unless excluded or doesn't want to attend, their relative/ carer/ proxy or Advocacy representative should be invited to join only the Open Access part of the meeting.
- Social Work endeavour to incorporate any views of the Adult at risk, their relative/ carer/ proxy or Advocacy representative in the Council Officer report to represent these at the meeting.
- Case Conference Admin send an invitation to all invitees including the Adult at risk, their relative/ carer/ proxy or Advocacy representative at the appropriate time they are to join the remote meeting at.
- Case Conference Admin circulate received reports to all Invitees. Restricted Access and Open Access to professionals only and Open Access reports to the Adult at risk, their relative/ carer/ proxy or Advocacy representative only.
- The Council Officer will facilitate, when needed, by meeting the Adult at risk, their relative/ carer/ proxy or Advocacy representative in a Council building to let them access a device (laptop/ Ipad) to participate in the remote meeting. The Council Officer will meet with them 15 minutes ahead of their invitation time to join only the Open access part of the meeting. The APCC/CCR will stop after the professional only part of the meeting until the Adult at risk and Council Officer access the remote meeting.
- Case Conference Admin will minute the meeting.

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- The format of the meeting and decision making process including holding a APCCR within 3 or 6 months (with minimum monthly core group meetings scheduled for 6 month review only) is unchanged.
- Case Conference Admin will circulate the draft minute and Adult, Support and Protection plan if progressing to an Adult, Support and Protection Case Conference Review (ASPCCR) to the Independent Chair in the usual way.
- If the ASPCC decides a ASPCCR is not needed. Then a Adult Support and Protection plan is not done.
- Where a unanimous decision cannot be reached, continue under adult protection process.

### 3.2 3 or 6 Month Review ASPCCR

- Case Conference Admin notify all professionals 15 days ahead of the ASPCCR to remind them about the ASPCCR Report submission time line.
- Social Work send Case Conference Admin an updated ASPCCR Invitee list.
- Social Work advise Case Conference Admin what time the Adult at risk, unless excluded or doesn't want to attend, their relative/ carer/ proxy or Advocacy representative should be invited to join only the Open Access part of the meeting.
- Identified Chair will accept calendar entry. Identified Chair will access Webex Teams and schedule a meeting. Chair will invite Case Conference Admin. (This will generate a Webex Link).
- Social Work endeavour to incorporate any views of the Adult at risk, their relative/ carer/ proxy or Advocacy representative in the Council Officer report to represent these at the meeting.
- Case Conference Admin send an invitation link to all invitees including the Adult at risk, their relative/ carer/ proxy or Advocacy representative at the appropriate time they are to join the remote meeting at.
- Case Conference Admin circulate received reports to all Invitees. Restricted Access and Open Access to professionals only and Open Access reports to the Adult at risk, their relative/ carer/ proxy or Advocacy representative only.
- The Council Officer will facilitate, when needed, by meeting the Adult at risk, their relative/ carer/ proxy or Advocacy representative in a Council building to let them access a device (laptop/ Ipad) to participate in the remote meeting. The Council Officer will meet them 15 minutes ahead of their invitation time to join only the Open access part of the meeting. The ASPCC/CCR will stop after the professional only part of the meeting until the Adult at risk and Council Officer access the remote meeting.
- Case Conference Admin will minute the meeting.
- The format of the meeting and decision making process is unchanged.
- Case Conference Admin will circulate the draft minute and Adult, Support and Protection plan if progressing to another ASPCCR to the Independent Chair in the usual way.
- If the ASPCCR decides a ASPCCR is not needed. Then a Adult Support and Protection plan is not done.
- Where a unanimous decision cannot be reached, continue under adult protection process.
- Case Conference Admin notify all professionals 15 days ahead of the next ASPCCR to remind them about the ASPCCR Report submission time line.

#### Remote meeting options:

- **Cisco Webex** – this is the only medium available to hold a remote ASPCC/APCCR.
- **Police Secure phonenumber** – This is suitable for holding a professional only ASPCC/APCCR meeting. Independent Chair needs to facilitate meeting by using guidance below:

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- Explain to invitees they need to say their name before speaking
- Invitees need to wait until a person stops speaking before they say their name and speak
- Independent Chair has to actively invite the participation from people by saying their name and then the name of the invitee who they would like a contribution from.

**The process outlined in the document will be subject of Weekly Review Process by the tripartite agencies and will remain in force as agreed by Chief Officers. Over and above this the IRD Review process in place will undertake a robust review process to ensure management oversight of decision making and safety planning.**

APPENDIX 1



**ADULT SUPPORT AND PROTECTION PLAN**  
**DRAFT**

**This is your information and it is your responsibility to keep it safe. Please make sure that you keep it somewhere safe or destroy it. Only share your information with people you trust. West Lothian Council cannot accept responsibility for correspondence once it is correctly delivered/received**

Date of Case Conference	Subject of Adult Protection Plan	Date of Birth	PID

**Note: It is the responsibility of each named officer identified within this plan to notify the Lead Council Officer ..... about any change(s) to the agreed action plan as soon as possible to ensure the adult at risk's circumstances and risk assessment are re-assessed/updated as appropriate.**

**A. HAS A LEVEL 3 RISK ASSESSMENT FORM BEEN COMPLETED? YES  NO  If not, please comment below.**

Comment:
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**B. ADULT SUPPORT & PROTECTION PLAN**

<b>Area of Concern</b>	<b>Action Required (include frequency)</b>	<b>Responsible Officer</b>	<b>Timescale for Action</b>	<b>Expected Outcome</b>	<b>Core Group Update (if applicable)</b>	<b>Date of Case Conference Review</b>

**C. VIEWS OF ADULT AT RISK/CARER/GUARDIAN/ATTORNEY**

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<p><b>Adult's view of the Support &amp; Protection Plan:</b></p> <p>N/A</p>
<p><b>Carer/Guardian/Attorney's view of the Support &amp; Protection Plan:</b></p> <p>N/A</p>

**D. CONTINGENCY PLAN** *(if possible, identify significant changes which might occur and what additional action should be taken in that event, such as bringing forward the date of the case conference review or legal action.)*

<b>Significant changes suggestive of additional risk/harm</b>	<b>Action if significant change occurs</b>	<b>Responsible Officer/Agency</b>
<p>Evidence that the risk to has increased.</p>	<p>Consider bringing forward the date of the Case Conference Review.</p>	

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**APPENDIX 2**

**Adult Support and Protection  
Adult and Older Peoples' IRD closure summary**

The West Lothian Adult Protection Committee has approved use of the IRD closure summary below, following, the previous Public Protection Committee implementing it on 1<sup>st</sup> December 2019.

Core multi-agency practitioners (NHS, Police and Social Work) are to use the IRD closure summary as a prompt/ aide-memoire to answer the questions asked to structure each eIRD closure summary prior to it being closed off. The eIRD Review Group will Quality Assure use of the IRD closure summary prompt/ aide-memoire and provide any feedback, as is necessary, to practitioners and the Adult Protection Quality Assurance sub-committee of the West Lothian Adult Protection Committee.

19/03/2020 & 25/08/2020 – COVID -19 ASPCC/ASPCCR PRACTICE GUIDANCE revised IRD Closure Summary.

<b>Date IRD opened?</b>	
<b>Main concern inc. harm type – list?</b>	
<b>Key additional risks?</b>	
<b>APCC Adult Support and Protection Plan (ASPP)</b>	
<b>Date of 6 weekly ASPP updates/ changes to plan</b>	
<b>3 or 6 month APCCR date and decision(s) to continue under ASP or not?</b>	