

# guide to the adult safeguards unit

ignoring abuse  
is not an option

May 2009 (2nd edition)



# Who are we?

## Essex Safeguarding Adults Board

is a multi agency board that aims to raise awareness, promote the welfare of vulnerable adults and develop an effective protection system, through policies and procedures.

### **Website:**

[www.essexsab.org](http://www.essexsab.org)

## Adult Safeguards Unit

supports, advises, guides and monitors the safeguarding process in Essex, and works with Partner agencies in reducing risk and protecting vulnerable adults, as well as implementing appropriate legislation.

### **Telephone:**

01245 434861 or Ednet 40861

### **Fax:**

01245 550355

### **Email:**

[adult.safeguardsunit@essex.gov.uk](mailto:adult.safeguardsunit@essex.gov.uk)

# Southend, Essex, Thurrock (SET) Guidelines

- SETSAF<sub>1</sub> – the alert outlining concerns, which can be completed by any individual
- SETSAF<sub>2</sub> – information gathering by the practitioner
- SETSAF<sub>3</sub> – the recording of all safeguards meetings
- SETSAF<sub>4</sub> – closure of the alert.

Process for alerts directly from teams:

- all SETSAF<sub>1</sub>s and SETSAF<sub>4</sub>s emailed to [adult.safeguardsunit@essex.gov.uk](mailto:adult.safeguardsunit@essex.gov.uk) or faxed to 01245 550355 for data collection purposes.
- **if the involvement of a consultant practitioner is required then this should be identified in the subject heading of the email or efax or telephone the main number 01245 434861.**

# The role of the Operational Team Manager

Whatever the origin of the original alert it is the responsibility of the Team Manager where the person resides:

- to ensure the SETSAF<sub>1</sub> form is received and completed in full (and copied to ASU), and the Police if appropriate
- to determine if the alert is a safeguarding matter or a matter that can be dealt with by an alternative route such as case management
- if it is deemed to be a safeguarding matter, the team manager is responsible for:
  - Taking whatever steps are necessary to reduce/eliminate the risk and completed risk forms.
  - Ascertaining capacity for example, is the victim a vulnerable adult?
  - Deciding whether the alert is to be dealt with exclusively by the team.
  - Seeking further advice from the ASU.
  - Requesting direct involvement by the ASU (in more complex cases, as below).

**NB: If the alert is deemed a safeguarding matter then it should be dealt with under the SET guidelines.**

# The role of the ASU's Senior Consultant Practitioner

- advise
- guide
- support
- chair Safeguards meetings, by agreement
- ensure teams are updated
- become involved in complex and sensitive cases for example, institutional (situations where the culture of management process of the organisation or service takes priority over the individual rights and choices of an individual)
- raise awareness.

## **The role does not include**

- holding or managing cases
- being the primary investigator.

# Adult Safeg

Deputy Execu  
Liz Ch

Penny Rogers  
MCA Consultant

Emme  
Senior M

County Wide  
  
Rejane  
Brianceau-Morice  
  
Senior Consultant  
Practitioner  
(Peripatetic)

Uttlesford  
Harlow  
Epping  
  
Sean Lowe  
  
Senior Consultant  
Practitioner  
(West)

Braintree  
Chelmsford  
Maldon  
  
Kim Spain  
  
Senior Consultant  
Practitioner  
(Mid)

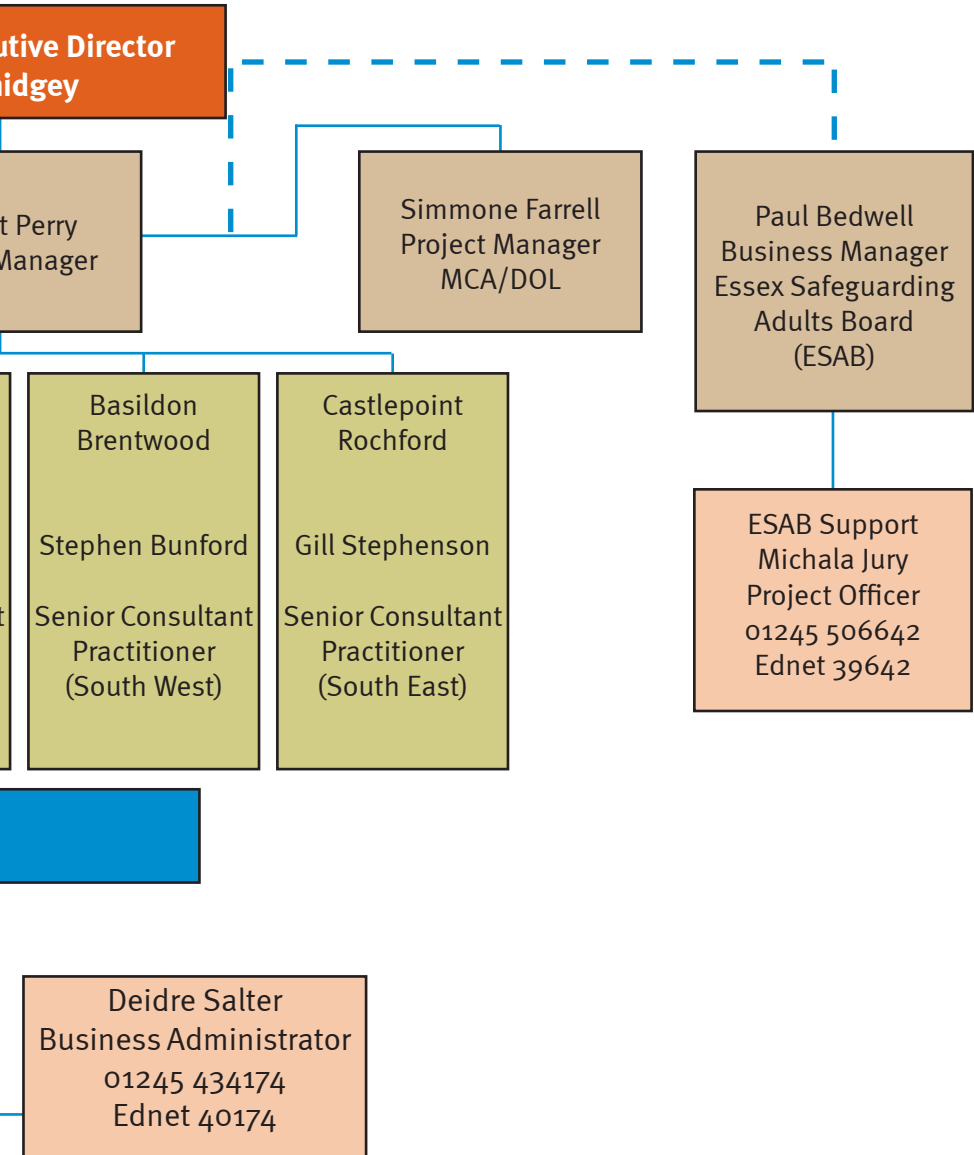
Colchester  
Tendring  
  
Catriona  
Wheadon  
  
Senior Consultant  
Practitioner  
(North East)

## Business Administration

Jody Hart  
Business Administrator  
01245 436102  
Ednet 30102

Jane Stubbs  
Business Manager  
01245 434861  
Ednet 40861

# Safeguarding Unit



# The Mental Capacity Act (2005)

is a statutory framework to empower and protect vulnerable people who are not capable of making decisions. It empowers vulnerable people to make decisions where they are able and safeguards those who are unable.

**Website:** [www.essex.gov.uk/mentalcapacityact](http://www.essex.gov.uk/mentalcapacityact)

- To access an Independent Mental Capacity Advocate an MCA2 form must be completed and forwarded to the Adult Safeguards Unit to commission the service.

**Email:** [adult.safeguardsunit@essex.gov.uk](mailto:adult.safeguardsunit@essex.gov.uk)

**Telephone:** 01245 434861

**Fax** 01245 550355

- All MCA2s are required to be sent to the Adult Safeguards Unit for quality checking and data collection

**Email:** [adult.safeguardsunit@essex.gov.uk](mailto:adult.safeguardsunit@essex.gov.uk)

- Original signed copies to be retained on service users file.

# AA&CM Staff Guidance: Deprivation of Liberty

## **When might a DoL assessment/authorisation be requested?**

### **Factors to be taken into consideration**

*(DoL Code of Practise; 2.5)*

- If the service user is frequently seeking to leave and the Managing Authority (i.e. Care Home or Hospital is using force, (including sedation) to ensure they do not leave.
- If the Managing Authority is confining the service user to their room or to a chair or refusing to allow them out.
- If the service user leaves and the Managing Authority uses force (including sedation) to make them return.
- If the Managing Authority refuses to let the service user leave with the support of an adult (for example relative).
- If the Managing authority refuses to discharge an adult to a relative who has requested this.
- If the Managing Authority exercises complete control over an individuals life – for example, social contacts, assessments, treatment, care and residence.

**In all of the above scenarios you need to ask the Managing Authorities to request authorisation for a Deprivation of Liberty Assessment.**

## Types of DoL Authorisation

- **Standard** - (Where possible applied for in advance where DoL may commence within next 28 days). Completion of DoL assessments must be done within 21 days
- **Urgent** - (Only lasts seven days). Completion of DoL assessments must be done within seven days.

## How are DoL authorisations assessed?

- Managing Authorities have responsibility for applying for authorisation.
- In a care home the Managing Authority will be the person registered under Part 2 of the Care Standards Act 2000. (*DoL Code of practise; 3.1*).
- A supervisory body (Primary Care Trust or Local Authority) is responsible for:
  - Receiving the Applications for Authorisation
  - Commissioning the required assessments
  - Authorising the Deprivation of Liberty Safeguards. (*DoL Code of practise; 3.1*)

## **What does a DoL assessment involve?**

- A series of six assessments
  - Age
  - No refusal
  - Mental Health
  - Mental Capacity
  - Eligibility
  - Best interest
- Both (special assessors, called Best Interest Assessors “BIAs” and section 12 Doctors) will be involved in the process.

**This booklet is issued by:**

Essex County Council, The Adult Safeguards Unit  
You can contact us in the following ways:

**By post:**

The Adult Safeguards Unit  
Room A9 County Hall  
Chelmsford CM1 1YS

**By telephone:** 0845 603 7630

Out of hours: 0845 606 1212

**By email:**

[adult.safeguardsunit@essex.gov.uk](mailto:adult.safeguardsunit@essex.gov.uk)

[socialcaredirect@essex.gov.uk](mailto:socialcaredirect@essex.gov.uk)

**By fax:**

0845 601 6230

The information contained in this document can be translated,  
and/or made available in alternative formats, on request

Published May 2009

CDS 21712

