

Useful Contacts

Adult Care Review Team
Assynt House
Beechwood Business Park
Inverness
IV2 3BW
nhsh.adultcarereviewteam@nhs.scot

For You

Advocacy Highland
First Floor Offices
Ice Centre
Bucht Drive
Inverness, IV3 5SR
01463 233 460

For Friends and Family

Partners in Advocacy
01463 513 633
carers@partnersinadvocacy.org.uk

For More Information

You can get more information about this leaflet and how it affects you from your worker:

Social Worker Name: _____

Phone Number: _____

ADULT SUPPORT & PROTECTION CASE CONFERENCES

What you need to know

Information for Adults,
Representatives, &
Families



Tell us what you think...

If you are attending your meeting in person, you may find it helpful to fill out the questions below and take them along. This can help convey your views and inform decisions. If you are attending online or have chosen not to/are unable to attend, you may still wish to fill out the questionnaire sent to you via email before the meeting and email it to your social worker or the Adult Care Review Team. Your social worker or the Chair can meet with you before the meeting to go over the questions below so they can be represented at the meeting.

What things are important to you in your life?

What is difficult in your life?

How safe do you feel?

What do you think should happen to keep you safe?

You have been invited to attend an Adult Support & Protection Case Conference (ASP). This booklet will give you more information about the ASP process and what to expect.

What is an Adult Support & Protection Case Conference?

It is a meeting that is arranged if there are worries or concerns that you are not safe, or people are causing you harm. We will discuss these concerns during the meeting and make decisions to support you.

Can I attend the Case Conference?

Yes, you can attend the meeting to give your views about the concerns raised and whether you feel you are being harmed. You may agree or disagree with what others are saying, and it is important that you have a chance to be heard. If you do not wish to attend or cannot attend, your social worker or another person who knows you will speak to you before the meeting. They will share your views during the meeting. If you would like to write your views down, there is space at the back of this booklet, or you can reply to the email sent to you. You can also ask for an independent advocate who is not employed by the NHS to give your views during the case conference.

What will happen after the meeting?

If you consent, your social worker can speak to you about how the meeting went and go through the minutes and the protection plan with you.

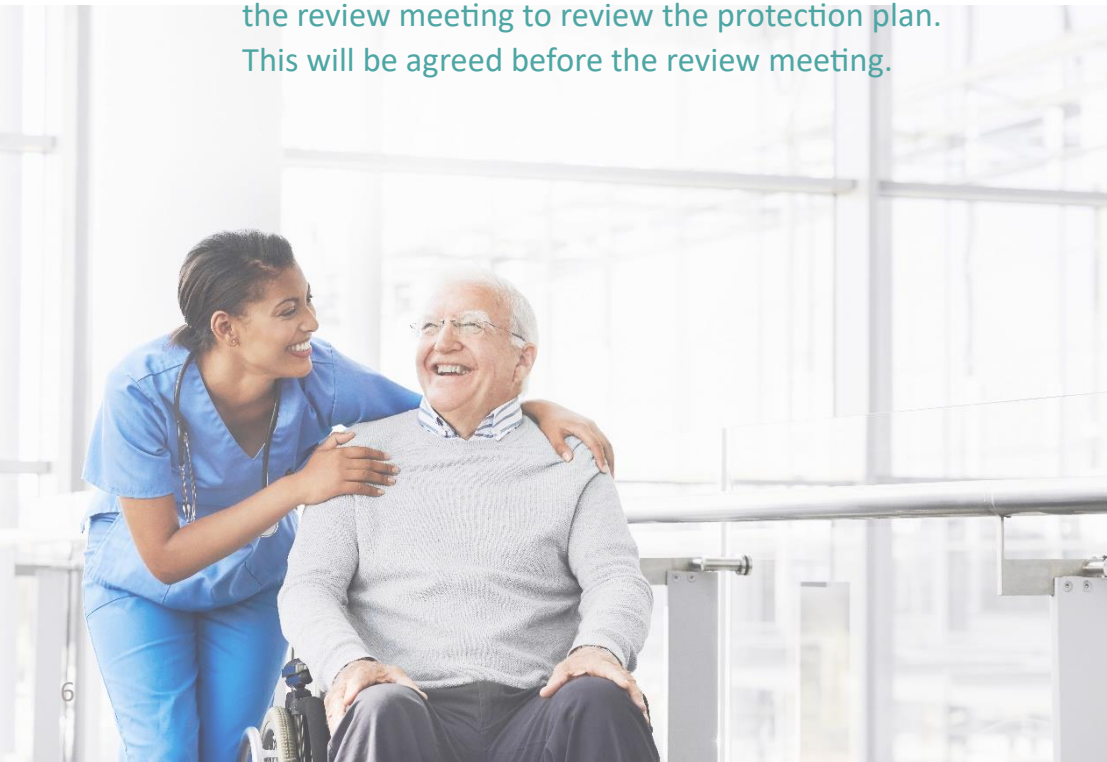
There may be another meeting in the future called a **Case Conference Review**. This review will make sure the protection plan is working to help you stay safe. There may also be regular core groups before the review meeting to review the protection plan. This will be agreed before the review meeting.



Who will be there?

The meeting will be chaired by the Adult Care Review Officer or senior member of the social work team. This person is called the **Chair**. They will make sure that everyone has a chance to speak for themselves or be heard. You will be able to meet the Chair before the meeting and discuss how your participation can be supported. The **Social Work Team Manager** or **Senior Social Worker** will attend, along with your **Social Worker**. There may also be representatives from other services, and these include **Legal** and **Housing** as well as other relevant professionals like your **Doctor** or **Nurse**. If you receive care, your **Key Worker** and anyone else **involved with your care** will be invited. We will discuss this with you. You may wish for a **friend** or **family member** to attend with you to offer you support.

An administrative assistant will take a “minute” of the case conference. This is a written record of the meeting. Any person suspected of harming you will not be at the conference, unless there is a good reason for their attendance, and you agree to it.

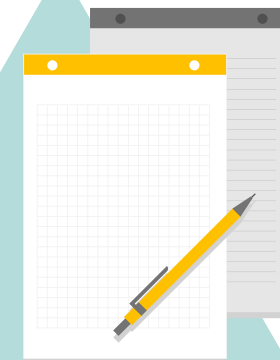


Where will the meeting be held?

Your social worker will discuss how you would like to attend. We can support a meeting in person or online. The meeting can also be a mixture of both. If the meeting is online, a link and instructions will be sent to your social worker or you via email.

What will happen during the meeting?

Everyone will introduce themselves; the Chair will remind everyone why the meeting is being held and that it is confidential. The Chair will ask for information and updates from social work and other invitees. Then everyone attending the meeting will be asked for their views regarding the concerns will be given, and plans made to keep you safe. The Chair will listen to everyone, even if there are opposing views.



Protection Plan

The meeting will decide if you need to continue to be reviewed under Adult Support & Protection. If there are still risks, a plan will be agreed to support and protect you from harm. This is called a **Protection Plan**. The person taking the minute will write down what is said and what people must do to make the protection plan work. This plan will include all the things that are required to help you stay safe.