

## THE NOMINATED OFFICER

Throughout the Highland area there are a number of posts which incorporate the Nominated Officer role across Health, Social Work and Police partner agencies.

All Nominated Officers have general responsibilities in relation to Adult Support and Protection which include:

- to ensure that the Procedures and related documentation are consistently applied within their own agency;
- to ensure their agencies' duties [Section 5, 2007 Act] to refer and co-operate with Inquiries are Investigations are met
- to act as a professional adviser for staff within their own agency on matters relating to the protection of adults at risk of harm;
- to ensure that the training needs of their staff are identified and responded to;
- to provide and/or arrange support for staff, carers and others as required; and
- to contribute to the ongoing review of the Procedures by the Highland Adult Protection Committee.

The posts identified to incorporate the Nominated Officer roles are:

### Nominated Officer Social Work<sup>1</sup>;

- Principal Officers Social Work
- Team Managers, Adult Social Work Teams
- Senior Social Workers; Adult Social Work Teams

### Nominated Officer Police

- Officers within the Public Protection Unit dealing with adult concerns

### Nominated Officer Health<sup>2</sup>

- District Managers
- Integrated Team Leads/Managers
- Service Managers and identified Professionals Leads; Mental Health and Learning Disability

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<sup>1</sup> Where two different Social Work teams are working with the same service user, such as Criminal Justice Service (CJS) and an Adult Social Work Team, then agreement must be taken as to who will take on the the Nominated Officer role. It must not be assumed that one team will take on the responsibility before the other. CJS work with people subject to statutory supervision for set periods of time only, on average between 12 – 24 months, but not all will have an allocated Social Worker. As a guiding principle, if a person is an open case to CJS but not to adult services, has an allocated CJS Social Worker (e.g. a Community Payback Order with a Supervision Requirement or a prison licence), and the period of supervision has more than 3 months to run, CJS may be best placed to fulfil the Council (and Nominated) Officer role subject to agreement. Where a person does not have a Social Worker, CJS would not ordinarily fulfil these.

<sup>2</sup> The Nominated Officer role will require the consideration of presenting concerns and the risk of harm to adults who may be unable to protect themselves. Given this, it will most often be helpful for the Nominated Officer representing Health to have had a strong clinical background, where they will have had significant experience balancing the needs, risks and rights of vulnerable individuals.

- General Hospital Managers

In respect of specific concerns and allegations, the responsibilities of the Nominated Officers are:

- to receive, record and, where necessary, relay information from staff within their agency and from other referral sources concerning adults at risk of harm; and
- to consult with the Nominated Officers of the partner agencies to discuss and jointly consider:
  - any concerns that are referred to them and how they will progress;
  - whether an adult who is the subject of the concern or allegation may the “three point test”;
  - their agency’s roles and responsibilities in any proposed investigation;
  - actions their agency can take to mitigate harm and protect the individual; and
  - the position of any of their employees who is the subject of an allegation.