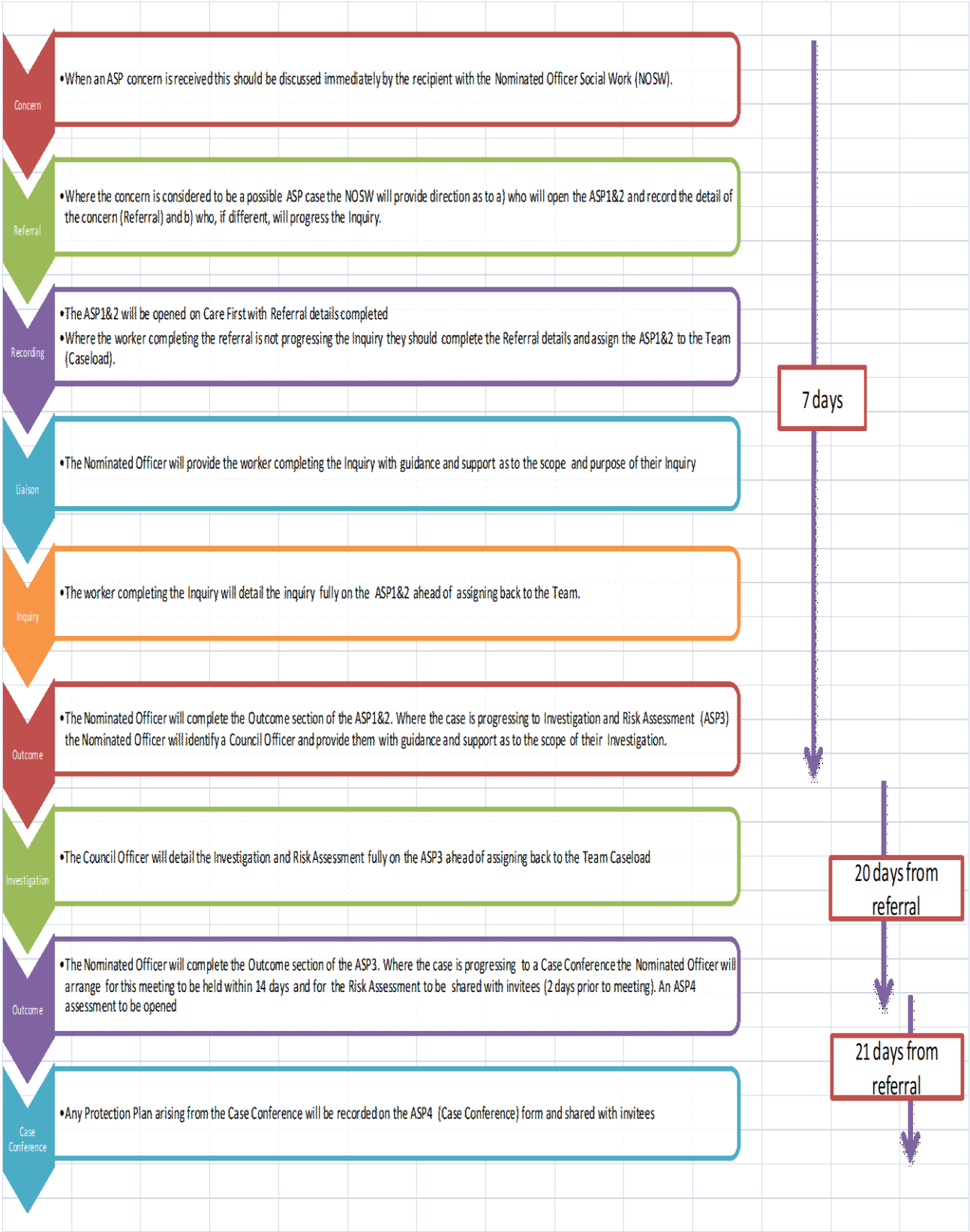
Concern
•When an ASP concern is received this should be discussed immediately by the recipient with the Nominated Officer Social Work (NOSW).
Referral
•Where the concern is considered to be a possible ASP case the NOSW will provide direction as to a) who will open the ASP1&2 and record the detail of the concern (Referral) and b) who, if different, will progress the Inquiry.
Recording
•The ASP1&2 will be opened on Care First with Referral details completed
•Where the worker completing the referral is not progressing the Inquiry they should complete the Referral details and assign the ASP1&2 to the Team (Caseload).
Liaison
•The Nominated Officer will provide the worker completing the Inquiry with guidance and support as to the scope and purpose of their Inquiry
Inquiry
•The worker completing the Inquiry will detail the inquiry fully on the ASP1&2 ahead of assigning back to the Team.
Outcome
•The Nominated Officer will complete the Outcome section of the ASP1&2. Where the case is progressing to Investigation and Risk Assessment (ASP3) the Nominated Officer will identify a Council Officer and provide them with guidance and support as to the scope of their Investigation.
Investigation
•The Council Officer will detail the Investigation and Risk Assessment fully on the ASP3 ahead of assigning back to the Team Caseload
Outcome
•The Nominated Officer will complete the Outcome section of the ASP3. Where the case is progressing to a Case Conference the Nominated Officer will arrange for this meeting to be held within 14 days and for the Risk Assessment to be shared with invitees (2 days prior to meeting). An ASP4 assessment to be opened
Case Conference
•Any Protection Plan arising from the Case Conference will be recorded on the ASP4 (Case Conference) form and shared with invitees
7 days
20 days from referral
21 days from referral