

Useful Contacts

For You

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For Friends and Family

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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





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 to discuss worries or concerns about you being unsafe or suffering harm, and to make decisions about how best to support you.

Can I attend the Case Conference?

Yes, it is important your views, or the concerns raised, are heard. You do not have to attend. You can discuss with your social worker, or another person who knows you, and they can share your views at the meeting. You can write your views down on the back of this booklet or reply to the email sent to you. You can also have an independent person not employed by the NHS, like an advocate, share your views at the meeting.

Tell us what you think...

If you are attending your meeting in person, you may find it helpful to think about the questions below and write down your answers. Even if you are attending online or are unable to attend, it may still be helpful to fill out the questionnaire sent to you and email it to your social worker. Your social worker or the Chair can also meet with you before the meeting to go over the questions.

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?

What will happen after the meeting?

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

There might be another meeting in the future called a **Case Conference Review**. The Review will make sure the protection plan is working to keep you safe.

Sometimes professionals will have regular meetings **before** the Review called **Core Groups**. These meetings make sure the protection plan is being carried out on time and properly. You do not need to attend Core Groups, but you will be told if they are taking place.



Who will be there?

The meeting will be held by the senior member of the social work team or social work team manager, called the **Chair**. They will make sure that everyone has a chance to speak. You can meet the Chair before the meeting and discuss how you can be supported. The **Social Work Team Manager** or **Senior Social Worker** will attend, along with your **Social Worker**. An **Administrative Assistant** will take a written record of the meeting.

There might be representatives from other services like **Legal** and **Housing**, or 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. 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. This can be face to face, online, or both. The meeting can also be a mixture of both. If the meeting is online, a link and instructions will be sent to your email address or your social worker.

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 raised, and plans made to keep you safe. The Chair will listen to everyone, even if there are different views.



Protection Plan

The meeting will decide if you need to continue 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 notes at the meeting will write down what is said and what each person must do to make the protection plan work. This plan will include all the things that are required to help you stay safe.