

APPENDIX 7 ROLES AND RESPONSIBILITIES

Agencies' Roles and Responsibilities

- Lead Agency/Council Responsibilities
- General responsibilities of Statutory Agencies
- Police
- All appropriate professionals in Health
- Scottish Commission for the Regulation of Care (Care Commission)
- The Office of the Public Guardian
- Mental Welfare Commission
- Independent providers of domiciliary, day care, residential care, nursing care and hospital care
- Other small groups and small providers (for example, Luncheon Clubs)

Lead Agency/Council Responsibilities

- Identify lead Council Officers, Line Managers or Senior Managers.
- Chair Adult Protection Conferences/reviews, and meetings.
- Record and distribute accurate records and minutes.
- Co-ordinate and monitor actions arising from Case Conferences/reviews/meetings.
- Monitor and audit the outcomes of investigations carried out under the protocol.
- co-ordinate the review of the Protocol;
- on an annual basis, collate and report to relevant stakeholder groups on the use of the protocol and the information gathered in the monitoring of its use.

General Responsibilities of Statutory Agencies

- Rigorous recruitment practices in relation to both employing staff and in the selection of volunteers.
- Supervision and monitoring of staff working with adults at risk.
- Internal operating procedures and guidance for all staff relating to this multi-agency protocol that set out the responsibilities of all staff.
- Adult Support and Protection awareness and procedure training for all staff and volunteers. This will include all roles within the protocol and procedures.
- Keep clear and accurate records.
- Undertake risk assessments.
- Share information on a need-to-know basis when it is in the best interest of the adult at risk.
- Participate in the joint working arrangements as defined in this protocol.
- Implement preventative and/or supportive action to adults at risk.
- Contribute to investigations, acknowledging the requirements of confidentiality and data protection.

In addition, the Police will:

- pursue criminal proceedings when appropriate;
- provide information to adults at risk to help them protect themselves;
- protect people by referral to appropriate agencies

All appropriate professionals in Health will:

- refer all adult protection concerns to the relevant Council Social Work Service

The Scottish Commission for the Regulation of Care will:

- inform Social Work Services when reports are received that one or more service users may be or are at risk of harm or neglect within registered establishments or their own homes;
- work jointly with Social Work Services where residents require a response under these procedures;
- attend adult support and protection Initial Referral Discussions, Case Conferences and Reviews in respect of regulated services;
- keep other agencies informed of any enforcement action taken by the Care Commission when inspecting any regulated service;
- participate in investigations where appropriate;
- pursue statutory action where appropriate.

The Mental Welfare Commission for Scotland will:

- investigate any complaint it receives concerning the welfare of anyone with a mental disorder including dementia, learning disability or acquired brain injury.

The Office of the Public Guardian will:

- receive and investigate complaints regarding the exercise of functions relating to the property and financial affairs of an adult
- investigate any circumstances made known in which the property and financial affairs of an adult seem to be at risk.

Independent Providers of Domiciliary, Day Care, Residential Care, Nursing Care, Housing Support, Community Services and Hospital and Health Care will:

- Establish procedures for the protection of adults at risk which are consistent with this protocol;
- Provide information and assistance to Council Officers;
- Participate in the joint working arrangements as defined in this protocol.

Other Small Groups and Small Providers (for example, Luncheon Clubs) will:

- Report incidents of actual/suspected harm or self- neglect to Social Work Services and where appropriate to the Police;
- Participate in the joint working arrangements as defined in this procedure when requested.