



**Bristol  
Safeguarding  
Adults Board**

**Annual Report  
2008 – 2009**

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## **Chairs Foreword**

The last year 2008 - 2009 has been a period of consolidation for Bristol Safeguarding Adult's Service.

Resources to the team have been increased and the joint working with partners has become very well embedded. The key objectives for 2008 - 09 have been achieved, as have the majority of the outcomes of the 2008 - 09 Business Plan. In particular, the action plan developed following the inspection by the commission for Social Care Inspection (CSCI) in 2007 has now been fully achieved and signed off.

The training programme has gone from strength to strength and will be extended next year. An excellent communications strategy has been developed and a poster led publicity campaign has been launched. We were also pleased to raise the profile of the service through articles in the local press.

The BSAB second annual conference on 'Safeguarding and Domestic Abuse' was very successful and focussed on the important area of abuse of older people.

The coming year 2009/10 will be a year of development, building on the firm foundations already built. The introduction of the Deprivation of Liberty (DoLS) requirements is a key feature of next year's service and early indications are that this is going well.

We still need to secure a firmer joint funding basis for the service and will also need to respond to the government review of the 'No Secrets' policy. The major changes in Social Care as a result of the Transformation programme will also become more significant for the Safeguarding Adults Service this year, with increasing numbers of service users and carers receiving self-directed support.

I am confident that Bristol's Safeguarding Adult's Service will be able to respond creatively and effectively to all the challenges we expect in the year ahead.

Cathy Morgan  
Interim Strategic Director  
Health and Social Care

## **The Bristol Safeguarding Adults Board**

The Bristol Safeguarding Adults Partnership Board is a strategic alliance of key organisations working together to ensure that Safeguarding Adults work in Bristol is effective, responsive and co-ordinated.

Partners include Bristol City Council (Health and Social Care and Neighbourhoods), NHS Bristol, Avon and Somerset Constabulary, the Probation Service, Safer Bristol, Avon and Wiltshire Mental Health Partnership Trust, North Bristol NHS Trust, University Hospitals Bristol, Independent Provider Forum and Voluntary Sector Representatives. The Board reports to the Safer Bristol Partnership and has representation from the Commission for Quality Care. The Board was established in July 2006 and is chaired by the Director of Health and Social Care. (See Appendix 1 for full Membership)

In order to develop effective strategies and to implement action plans a number of sub groups report to the Board. These are:

- Training sub group - chaired by the Health and Social Care Training Manager
- Quality Assurance sub group - chaired by the Neighbourhoods lead
- Policy and Practice sub group - chaired by the NHS Bristol/ North Bristol Trust lead
- Publicity and Information - chaired by the Provider Forum representative

### **Key objectives for 2008 – 2009**

- Ensure that Bristol Safeguarding Adults work adheres to national guidance and best practice.
- Ensure that there is a clear direction of travel for Bristol Safeguarding Adults Board by developing a three-year strategic plan.
- Ensure that the board is an effective strategic mechanism for developing joint working plans that are owned across and within each of the partner organisations/ agencies.
- Develop a communication strategy to ensure that the Bristol Safeguarding Adult Board actively communicates through media and directly its purpose and role in safeguarding vulnerable adults.
- Ensure that policy and guidance locally is fully understood by all those working with vulnerable adults, meeting their protection needs and systematically addressing these.
- Improve mechanisms for monitoring the quality of all Safeguarding Adults work.

## Review of Activity in 2008/09

### Strategic Framework

The Board is responsible for the strategic framework in which the work of safeguarding adults in Bristol develops. The Board is committed to developing its strategic role with a clear message of effective partnership working, agreed joint policies and procedures and appropriate level of engagement of all agencies involved in working with vulnerable adults.

This year has been one of consolidation:

- BSAB has achieved the majority of outcomes in the 2008/09 Business Plan (Appendix 2)

1. Funding has been secured to support the work of the Board from NHS Bristol, Neighbourhoods and NHS Bristol have also joint funded a second senior practitioner in the safeguarding Adults Team.
2. A performance management framework has been devised by the Quality Assurance sub group and is now informing the work of the Board and sub groups. The Quality Assurance sub group also oversees a system of sampling of cases against quality performance indicators and regular “lessons learned” reviews and action plans.
3. The review of policy guidance is almost complete with the Policy sub group completing the up date of the Serious Case Review Protocols, producing a new safeguarding adults complaints system and updating all previous guidance. Acute and Community Health Trusts are also working with the Safeguarding team to produce a protocol for identifying potential neglect of pressure ulcers. Referral routes have been improved by a “common referral form” whilst the North Bristol acute health trust has updated its internal referral systems
4. The training strategy has been reviewed by the training sub group and now includes a course for safeguarding note takers as well as courses for investigators, coordinators, managers of provided services and the extended foundation (safeguarding awareness) course. 1170 people were trained on the foundation courses, roughly half in house and half via “off site” in care homes, day centres etc. Foundation courses are oversubscribed and the programme will be extended next year. 22 people were trained as safeguarding trainers via a route that provides teaching, observed practice and support, so guaranteeing sufficient quality for a Bristol SAB certificate to be issued to a trainer trained via this programme. A total of  
1728 people have been trained via the safeguarding training programmes provided by HSC.
5. The Publicity sub group has produced a comprehensive communication strategy that encompasses accessible communication, publicity, and communication between Partners. Accessible information is about to be published, a poster led publicity campaign launched and the subgroup has negotiated inclusion in Safer Bristol articles in the local press.

Also

- The Commission for Social Care Inspection 2007/08 Action Plan has been completed and “signed off”
- We have robust Partnership working, particularly in resolving Institutional Abuse
- The action plan in response to Bristol’s first Serious Case Review has been

completed.

## Conference

The BSAB second annual conference “ Safeguarding and Domestic Abuse” was held in November 2008. The conference was organised in response to the findings of the first UK national prevalence survey on abuse of older people in the community. This research showed that the majority of abuse of older people was perpetrated by close family members and was in fact “ domestic abuse grown old”. Our key speaker from Action on Elder Abuse urged safeguarding and domestic abuse services to work together to prevent and respond to abuse of vulnerable people in the community. Since then SAB Partner agencies have joined the Multi Agency Risk Assessment Conference (MARAC) and have working relationships with agencies represented there.

## Partners Audit

The Partners Audit (Appendix 3) for April 2008 – 2009 demonstrated robust safeguarding structures and commitment from Partner agencies with action plans in place to address gaps in Partners internal strategies. Training is now mandatory in the majority of Partner agencies with the police having negotiated training via the regional headquarters.

## Excerpts from Partners Highlight Reports:

**Avon Wiltshire Partnership Mental Health Trust:** commissioned a Public Protection Safeguarding Team from June 2008, with a dedicated Safeguarding manager for the Bristol area. The team provides public protection and safeguarding policy and advice to trust employees, works with strategic safeguarding partnerships working and ensures safeguarding is given a raised profile within teams by working directly with AWP on safeguarding issues. The team also covers Domestic abuse and Violence, Multi-agency Public Protection Safeguarding Arrangements and safeguarding Children.

The trust is also working to develop and launch adequate reporting and performance management data gathering in line with partnership requirements, to bridge the previous gap in effective monitoring and management of reporting, analysis and performance management.

An updated training and induction strategy has been developed including clear processes, systems, roles and responsibilities for all teams, and includes annual update core training, e-learning for all professional staff, and the development of safeguarding training plans for multi agency in each team.

**Housing and Neighbourhoods:** The landlord function of Neighbourhoods brings staff into contact with a whole range of people many of which are vulnerable and susceptible to abuse. Awareness training for all staff and clarity of reporting procedures enables staff to be alert to signs of abuse and take appropriate action to safeguard the individual and instigate action to pursue the perpetrator.

Additional responsibilities lie with the Support to Older People team, as they are responsible for delivering low-level housing related support to older people. This involves regular assessment of need and developing individual support plans. This assessment process as well as regular day-to-day contact enables staff to keep a watchful eye on any

indication of abuse.

A lot of work has been undertaken in respect of developing policies and procedures in dealing with neglect. Being a landlord understandably this has been primarily around neglecting the premises but has also taken account of the personal neglect and potential risk for the tenant. Work with H&SC is progressing to further develop joint procedures in dealing with appropriate cases of self-neglect that may come to light and this will then be built into the awareness training on "Safeguarding"

**North Bristol Trust:** Safeguarding Adults will become part of the mandatory training programme next year. It will be included in a session on the Mental Capacity Act and Deprivation of Liberty Safeguards. A joint working group (led by South Glos) has been convened to consider use of the Bradford Pressure Ulcer Protocol to help identify appropriate Safeguarding referrals. North Bristol NHS Trust Safeguarding policy and processes are now being inspected and monitored via the NHSLA processes – this year's inspection was passed successfully. Safeguarding Adult referrals are now specifically highlighted as part of the Section 2 form. Poster designed and used as part of an Awareness Raising campaign in busy areas such as Emergency Department, Admission Wards. NBT is a key stakeholder in Deprivation of Liberty Safeguards implementation group.

**Bristol Community Health:** The Safeguarding Adults and Care Home lead has provided invaluable clinical leadership to support care homes with nursing who are performing poorly, including those zero rated by CQC. This has included promoting better working relationships between GPs, primary healthcare services and care homes, ensuring training is available to meet identified staff training needs and providing mentoring to managers of failing care homes. The lead also ensures data from clinical incidents where there are identified safeguarding concerns is referred for action under safeguarding adults processes.

**Avon and Somerset Police:** Reports are processed in the same way any other crime allegations are. In addition referrals are made through our duty Child Protection/Safeguarding adults duty desk where an assessment can be made before forwarding on to the relevant police department for action if appropriate.

By mainstreaming the safeguarding adults work we can ensure that office hour's cover is provided Monday- Friday rather than being dependant upon the availability of a part time officer for advice, assessment and guidance.

The challenge for us is to ensure that the strategic lead officer does not become subsumed into other areas of the mainstreamed business. This will be addressed by the amalgamation of the Domestic Abuse Referral Unit with the Child Protection/Safeguarding Adults Referral Units. This will allow a greater degree of flexibility between the roles contained within it and so free up time for our SA lead.

## **Operational Structure**

Each Partner agency now has a lead officer, which has improved Partnership working. The appointment of a safeguarding nurse in Bristol Community Health has strengthened the response to allegations of institutional abuse and the formulation of effective safeguarding protection plans. The police safeguarding coordinator has promoted reporting of crime by Partner agencies and reports from the police to safeguarding services (up from 11 to 34 safeguarding referrals). The advice and support of the police coordinator is highly valued and has enabled active working relationships between the

police, the Commission for Quality Care (ex CSCI) and all social and health care agencies. Lead nurses in the Acute Trusts have improved awareness of safeguarding throughout the hospitals through poster campaigns and promoting mandatory training.

The Safeguarding Consultant Nurse in the North Bristol Trust was awarded the Florence Nightingale Scholarship to visit US Elder Abuse projects and will be informing developments in support for older people who have been abused in the UK. The Bristol SAB was also featured in a television programme commissioned by the Social Care Institute of Excellence about working in Partnership.

2008/09 has also seen significant changes in the structure of the HSC Safeguarding Adults team. In addition to the Safeguarding Co-ordinator there are now two full time equivalent Senior Practitioners (Safeguarding). The Safeguarding team also hosts the Bristol Deprivation of Liberty service, managed by the Safeguarding Adults Coordinator. The inclusion of the DoLs service enables both services to effectively protect the rights of people who do not have the mental capacity to protect themselves. The team is supported by a part time permanent and temporary full time administrator.

## **The Future**

The outcome of the government review of the national “No Secrets” policy is eagerly awaited. In the meantime the integration of effective safeguarding systems into the new ways of working encouraged by the national “Personalisation” of social and health care services will result in safeguarding services

- Improving preventative work in the community
- Involving people who have or may be abused more effectively in devising their own protection
- Developing post abuse support services.

Ensuring that safeguarding is integrated into every aspect of health care delivery will also be facilitated by the new regulatory powers of the Commission for Quality Care in health as well as social care settings.

Until partnerships are placed on a statutory basis by framework legislation, the commitment to Partnership working of Partners on the Safeguarding Adults Board will continue to sustain safeguarding adults in Bristol.

## Facts and Figures 2008/09

Referrals have increased from 482 in 2007/08 to 599 in 2008/09. The increase has occurred across all vulnerable groups. An increase in referrals from the police (11 in 2007/08, 34 in 2008/09), Service Providers (up from 88 to 169), Hospitals (up from 21 to 50) should be noted as evidence of good partnership working. An increase in internal referrals within HSC from 25 to 140 reflects a growing awareness of safeguarding issues in operational work.

As part of its quality assurance mechanism Bristol compares referral rates against those of three of its Core Cities, Leicester, Coventry and Newcastle. In 2008/09

Newcastle = 824 referrals

Coventry = 387

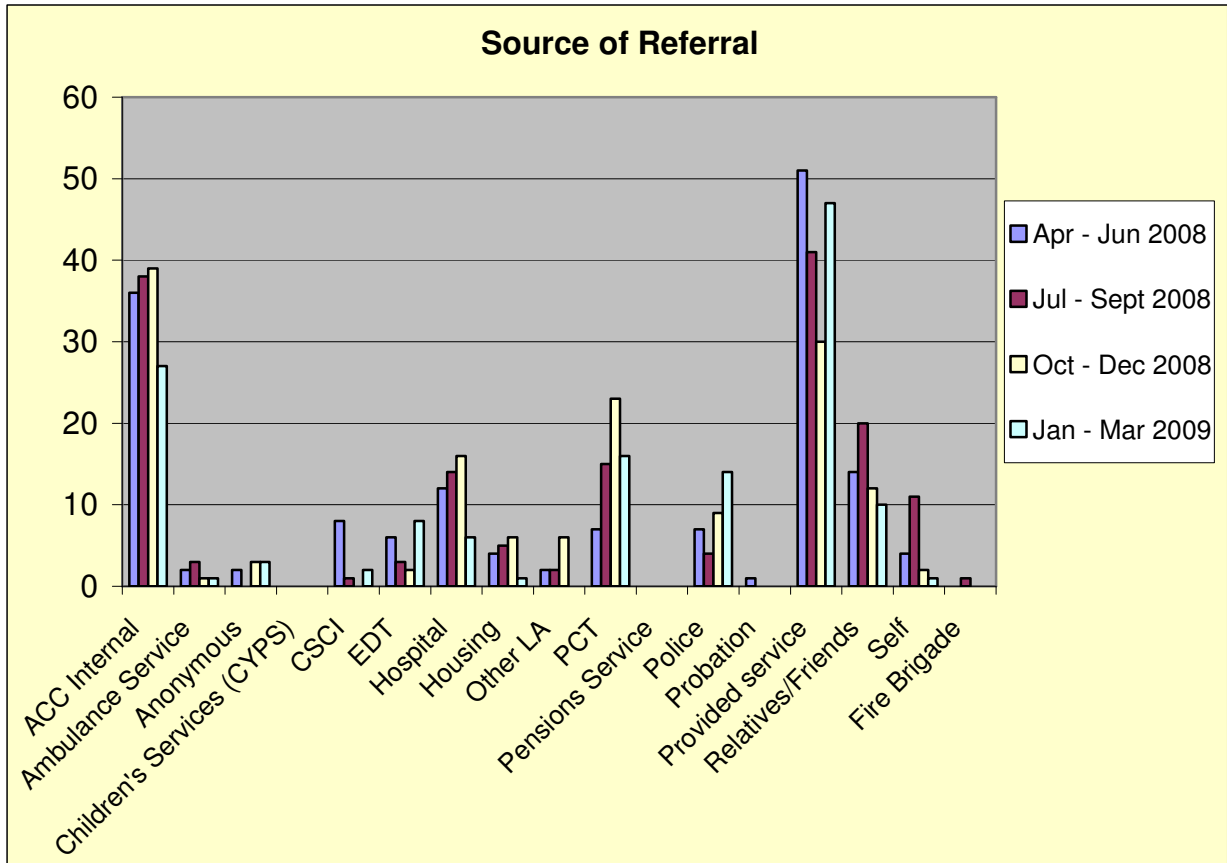
Leicester = 386

It is hard to make direct comparisons as each local authority collects slightly different data. However Bristol would appear to be in a mid range, rather than the predicted 10% of referral rate for comparable authorities.

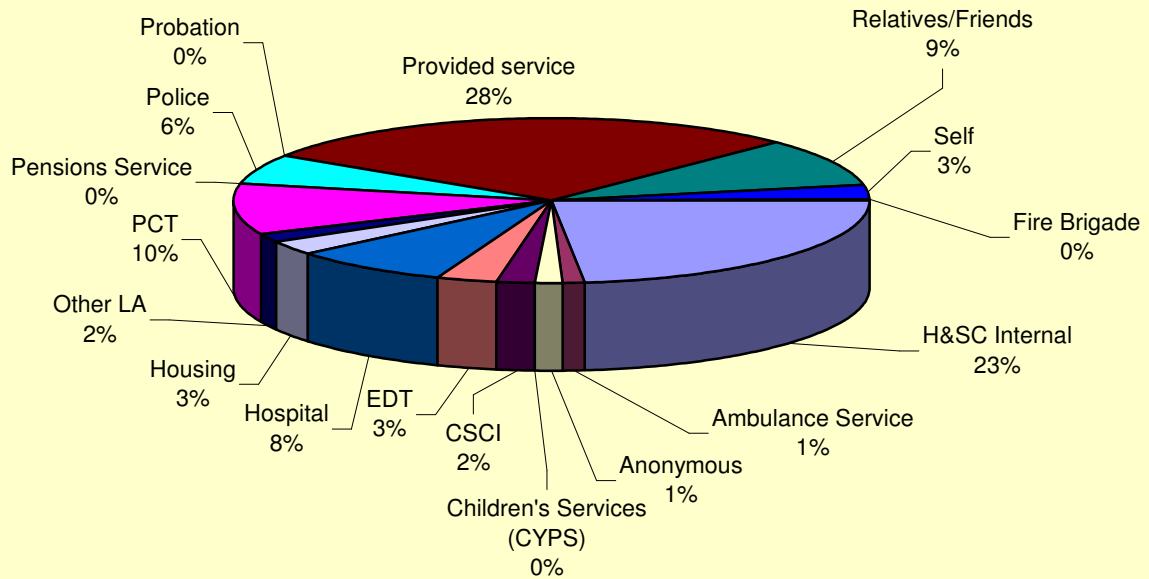
## Source of Referral

| Source of Referral         | Apr - Jun 2008 | Jul - Sept 2008 | Oct - Dec 2008 | Jan - Mar 2009 |
|----------------------------|----------------|-----------------|----------------|----------------|
| ACC Internal               | 36             | 38              | 39             | 27             |
| Ambulance Service          | 2              | 3               | 1              | 1              |
| Anonymous                  | 2              | 0               | 3              | 3              |
| Children's Services (CYPS) | 0              | 0               | 0              | 0              |
| CSCI                       | 8              | 1               | 0              | 2              |
| EDT                        | 6              | 3               | 2              | 8              |
| Hospital                   | 12             | 14              | 16             | 6              |
| Housing                    | 4              | 5               | 6              | 1              |
| Other LA                   | 2              | 2               | 6              | 0              |
| PCT                        | 7              | 15              | 23             | 16             |
| Pensions Service           | 0              | 0               | 0              | 0              |
| Police                     | 7              | 4               | 9              | 14             |
| Probation                  | 1              | 0               | 0              | 0              |
| Provided service           | 51             | 41              | 30             | 47             |

|                   |     |     |     |     |
|-------------------|-----|-----|-----|-----|
| Relatives/Friends | 14  | 20  | 12  | 10  |
| Self              | 4   | 11  | 2   | 1   |
| Fire Brigade      | 0   | 1   | 0   | 0   |
| Total             | 156 | 158 | 149 | 136 |

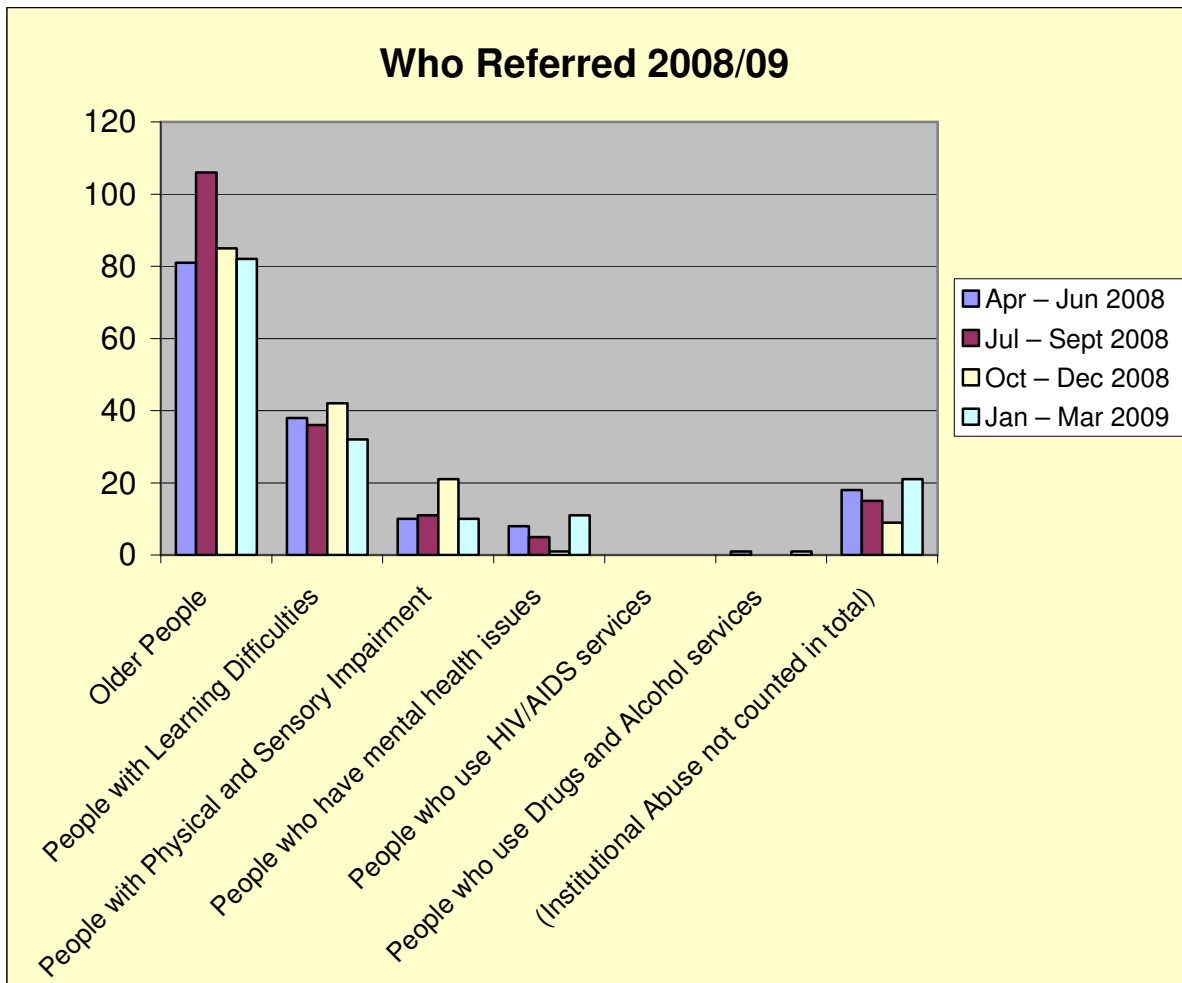


### Source of Referral by percentage



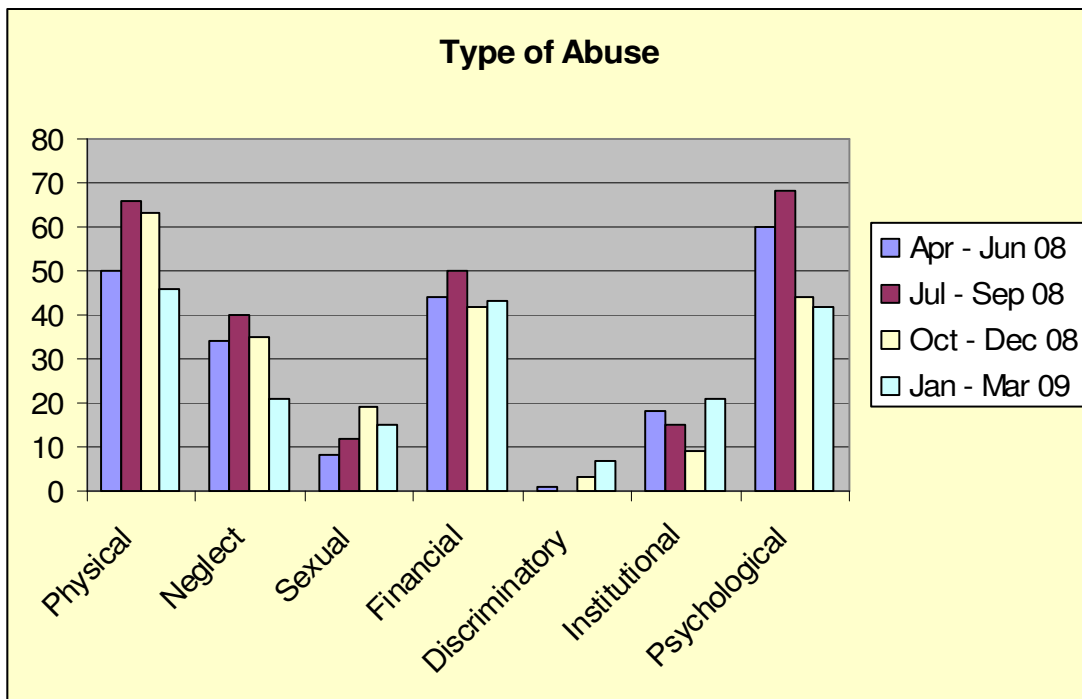
### Who was referred?

| Who was Referred                            | Apr – Jun 2008 | Jul – Sept 2008 | Oct – Dec 2008 | Jan – Mar 2009 |
|---|----------------|-----------------|----------------|----------------|
| Older People                                | 81             | 106             | 85             | 82             |
| People with Learning Difficulties           | 38             | 36              | 42             | 32             |
| People with Physical and Sensory Impairment | 10             | 11              | 21             | 10             |
| People who have mental health issues        | 8              | 5               | 1              | 11             |
| People who use HIV/AIDS services            | 0              | 0               | 0              | 0              |
| People who use Drugs and Alcohol services   | 1              | 0               | 0              | 1              |
| (Institutional Abuse not counted in total)  | 18             | 15              | 9              | 21             |



### Type of abuse

| Type of Abuse  | Apr - Jun 0 | Jul - Sep 08 | Oct - Dec 08 | Jan - Mar 09 |
|----------------|-------------|--------------|--------------|--------------|
| Physical       | 50          | 66           | 63           | 46           |
| Neglect        | 34          | 40           | 35           | 21           |
| Sexual         | 8           | 12           | 19           | 15           |
| Financial      | 44          | 50           | 42           | 43           |
| Discriminatory | 1           | 0            | 3            | 7            |
| Institutional  | 18          | 15           | 9            | 21           |
| Psychological  | 60          | 68           | 44           | 42           |



## **Appendices**

- 1.Membership of the Safeguarding Adults Board
- 2.Business Plan 2008/09
- 3.Partners Audit 2008/09
- 4.Terms of Reference:
  - Safeguarding Adults Board
  - Safeguarding Board Sub Groups

## Appendix 1

### **Bristol Safeguarding Adults Board 2008/2009**

|                          |   |
|--------------------------|---|
| Cathy Morgan             | Interim Strategic Director of Adult Community Care (Chair)                        |
| Elizabeth Saunders       | Divisional Director, Older People and Physical Impairment                         |
| From April 09            |   |
| Richard Lyle,            | Service Director, Older People  |
| Stephen Beet             | Service Manager, Health and Social Care   |
| Kate Spreadbury,         | Safeguarding Adults Co-ordinator, Health and Social Care                          |
| Mark Dean,               | Regional Safeguarding Manager, Avon and Wiltshire Mental Health Partnership Trust |
| Anne Berry,              | Vulnerable Adults Lead – University Hospitals Bristol (Vice Chair)                |
| Helen Joy                | Voluntary Sector Representative, Brunelcare                                       |
| Chris Lester,            | Independent Provider Forum Representative, Freeways                               |
| DI Simon Crisp,          | Safeguarding Vulnerable Adults Team Avon and Somerset Police                      |
| Steve Durnell,           | Housing Representative, Neighbourhoods, Bristol City Council                      |
| Tracey Cox,              | Clinical Manager, Community Learning Difficulties Team, Bristol North PCT         |
| David Miles,             | Training Manager, Adult Community Care  |
| Sue Lampard,             | Supporting people, Neighbourhoods   |
| Aileen Fraser,           | Lead Professional, Bristol Community Health and North Bristol Trust               |
| Lyn Davis/ Michael Miles | Regulation Managers, Commission for Quality Care                                  |
| Peter Anderson           | Safer Bristol Partnership   |
| Rob Wakefield            | Avon and Somerset Probation Service   |





## BRISTOL SAFEGUARDING ADULTS BOARD - BUSINESS PLAN

### AGREED OBJECTIVES

1. Ensure that Bristol Safeguarding Adults work adheres to national guidance and best practice.
2. Ensure that there is a clear direction of travel for Bristol Safeguarding Adults Board by developing a three-year strategic plan.
3. Ensure that the board is an effective strategic mechanism for developing joint working plans that are owned across and within each of the partner organisations/ agencies.
4. Develop a communication strategy to ensure that the Bristol Safeguarding Adult Board actively communicates through media and directly its purpose and role in safeguarding vulnerable adults.
5. Ensure that policy and guidance locally is fully understood by all those working with vulnerable adults, meeting their protection needs and systematically addressing these.
6. Improve mechanisms for monitoring the quality of all Safeguarding Adults work.

|   | Outcome   | Deliverable   | Tasks  | Date     | Action by:   |
|---|---|---|--|----------|--------------|
| 1 | Adult Community Care is able to act as the lead agency for safeguarding adults by ensuring the Safeguarding Adults Team has capacity to undertake operational and development work, supported by appropriate admin systems, Safeguarding Adults training is properly resourced, the strategic | Improve the capacity of Safeguarding Adults Team in Adult Community Care to coordinate a multi agency response via advice, ensuring timely response and | Seek further funding from partner agencies<br><ul style="list-style-type: none"> <li>•Police</li> <li>•Probation</li> <li>•Additional funding from PCT</li> <li>•Acute Health Trusts</li> <li>•Housing Services</li> </ul> | April 09 | Chair of SAB |

|    | <b>Outcome</b>  | <b>Deliverable</b>  | <b>Tasks</b>  | <b>Date</b>   | <b>Action by:</b>  |
|----|---|---|---|---------------|--|
|    | <p>work of the SAB is properly resourced.</p> <p>LINKED TO OBJECTIVE 1</p>  | <p>recording of complex meetings across Bristol City.<br/>Training programme is developed to respond to identified needs and new policy.<br/>The strategic work of BSAB, e.g. dissemination of information, is appropriately funded.</p>                                  | <p>•AWP<br/>Identify any further funding sources</p>  |               |  |
| 2. | <p>Performance management/information framework to inform the need for changes in policy and safeguarding adults procedures across all agencies</p> <p>LINKED TO OBJECTIVES 2 AND 6</p> | <p>A performance framework that is fully endorsed by all SAB partners and the Safer Bristol Executive Board.<br/>A data system which produces useful information regarding activity and trends<br/>A consistent methodology for recording strategy meetings/decisions</p> | <p>Development of a performance framework. Develop quality-auditing systems within ACC and AWP.<br/>Use the Quality Assurance sub group to build on lessons learned from critical incidents, complaints, case sampling, Serious Case Reviews.<br/>Review and revise ACC/AWP recording systems</p> | April 09      | <p>Quality Assurance sub group</p> <p>Stephen Beet<br/>Mark Dean</p> |
| 3. | <p>The No Secrets Policy and working</p>  | <p>No Secrets Policy</p>  | <p>Policy and Practice sub</p>  | <p>Annual</p> | <p>Policy and</p>  |

| Outcome   | Deliverable   | Tasks   | Date                            | Action by:  |
|---|---|---|---------------------------------|---|
| <p>practices remain fit for purpose.</p> <p>LINKED TO OBJECTIVES 5 AND 6</p>  | <p>remains fit for purpose</p>  | <p>group will annually review and update the No Secrets policy in the light of legislation change and practice guidance. Policy guidance will also be updated and extended as necessary in response to lessons learned as in 2 above.</p> | <p>commencing 2009</p>          | <p>Practice Sub Group</p>                         |
| <p>4. Training/development is available appropriate to all levels of staff throughout the agencies.</p> <p>Sufficient and appropriate trained staff within all agencies to carry out safeguarding.</p> <p>Training is continually updated and</p> | <p>A SA multi agency training and development strategy with jointly commissioned services appropriate</p> | <p>Training sub group to review present strategy and consult with all partners in respect of any changes</p> <p>All provider services commissioned by Partner Agencies have</p>   | <p>April 09 and then annual</p> | <p>Training Sub Group</p> <p>SAB partners who</p> |

|    | <b>Outcome</b>   | <b>Deliverable</b>  | <b>Tasks</b>   | <b>Date</b> | <b>Action by:</b>                          |
|----|--|---|--|-------------|--|
|    | <p>reflects changes in policy and practice</p> <p>LINKED WITH OBJECTIVE 5</p>  |   | <p>explicit mention of safeguarding and training policies in contracts with providers.</p> <p>Ensure protocols within organisations are clear regarding levels of appropriate training in safeguarding is recorded and audited</p> |             | <p>commission services.</p>                |
| 5. | <p>Information disseminated in accessible form throughout Bristol, including communicating effectively with the media</p> <p>LINKED TO OBJECTIVE 4</p> | <p>A SAB Communication Plan</p> <p>“Staying Safe” material in Easy Read format.</p> | <p>Analysis of publicity and information needs of services users, public and professionals.</p> <p>Costing of plan after analysis</p>  | April 09    | <p>Publicity and Information Sub Group</p> |

## Partners Audit



## Safeguarding Adults Board

### Partners Capacity for Safeguarding Adults Audit – 2008/09

This audit is based on the Principles of Good Practice contained in “Safeguarding adults – a National Framework of Standards for good practice and outcomes in adult protection work” published by the Association of Directors of Social Services in 2005. The audit will enable you to both check whether

- Recommended standards are being met in your agency
- What remedial action you may need to take
- How you are contributing to the work of the Safeguarding Adults Board

“Working together is dependent on there being a clear framework for doing so. However, a successful partnership is built on the strength and capacity of individual organisations and is dependent on each partner being committed to engaging in the work” Safeguarding Adults ADSS 2005

## Audit of Partners Capacity for Safeguarding Adults 2008/09

| Recommended practice  | Yes | No | All Partners?   |
|---|-----|----|---|
| Recognition of accountability for and ownership of Safeguarding Adults (SA) work at Executive body level  | Y   |    | All Partners  |
| A lead director for implementing SA work  | Y   |    | All Partners  |
| An annual report on SA work to your organisations executive body  |     | N  | Not Police or North Bristol Trust   |
| A representative at the appropriate level of seniority on the SA Board  | Y   |    | All Partners  |
| The ability to provide an annual statement to the SA Board for it's endorsement (see below for suggested contents of the annual statement)  | Y   |    | All Partners  |
| A clear, well publicised policy of zero tolerance of abuse within the organisation  | Y   |    | All Partners  |
| Effective arrangements for monitoring SA work   |     | N  | Police -A request has been made for SA to be identified on the IT recording system. This thought to be actioned in the next 12 months.  |
| A sound internal SA reporting and decision making framework in relation to any concerns that an adult may be experiencing any form of abuse. The framework is consistent with the multi agency "No Secrets" policy. Internal policies are lodged with the Safeguarding Adults Coordinator | Y   |    | All Partners  |
| A SA training strategy for the workforce and volunteers   |     | N  | Police: Two Training User Group applications have been made. The second was successful but has not been prioritised at this time and we are awaiting when it can be put in place. |
| An information strategy to ensure all service users and carers are aware of the SA policy and procedures  |     | N  | NBT – although the trust has signed up to the Communication Strategy  |
| Complaints procedures are cross referenced with SA procedures   |     | N  | Not police  |

|  |   |   |  |
|--|---|---|--|
| Recruitment and disciplinary practices are consistent with appropriate legislation – e.g. requirements for vetting and barring processes | Y |   | All Partners   |
| Quality assurance and governance processes are cross referenced with SA issues   |   | N | Police: As stated above it is awaiting the IT system being modified. |
| There is a procedure for staff to raise concerns about abusive practice and protection for staff that do so.                             | Y |   | All Partners   |



## Safeguarding Adults Board Terms of Reference

**Overall purpose:** To work in partnership across a number of key organisations to ensure that adult safeguarding work in Bristol is of high quality, effective, co-ordinated and that there are clear roles, responsibilities and accountability within and across each partner organisation.

### **Responsibilities:**

- To develop and promote a culture within the Bristol community whereby abuse is recognised, reported and appropriate action taken towards zero tolerance and minimising the risk of abuse to vulnerable adults.
- To promote professional and public awareness of adult abuse via publicity, information and training strategies.
- To ensure that Safeguarding Adults policies and procedures are fully implemented in all agencies and that practice is strong and robust and reflect the diverse community of Bristol.
- To ensure Safeguarding Adults policies, practice and thresholds for intervention are annually reviewed, commonly agreed, and updated in the light of new research, government guidance and practice experience.
- To actively monitor and sample all levels of interventions in relation to safeguarding adults. To use this information to promote good practice and to respond to government and other bodies requests for reports on activities.
- To identify and secure funding to promote Safeguarding Adults policies and good practice and identify resource shortfalls.
- To receive reports from sub groups and advise them accordingly.
- To promote Best Practice in Safeguarding Adults by developing research links and ensuring all agencies have access to national and local policy and good practice guidance.
- To develop and implement serious case multi-agency review system.
  - To produce an annual report for the Safer Bristol Partnership.

## Appendix 4 continued

### Bristol Safeguarding Adults Board Policy Sub Group Terms of Reference

#### Overall role:

The Policy sub group reviews and updates the “No Secrets in Bristol” overarching policy and guidance.

The sub group assists with the review and update of internal agency policies to ensure consistency and quality.

#### Specific Terms of Reference

##### The policy sub group

1 Is responsible for reviewing and updating “ No Secrets in Bristol” ensuring it is fit for purpose and includes best practice recommendations, new legislation and policy.

2 Will present the “ No Secrets in Bristol” policy to the SAB for sign off

3 Will assist as necessary with the review and updating of all SAB partner internal safeguarding policies to ensure quality and consistency with “ No Secrets in Bristol”

4 Will promote best practice recommendations amongst SAB Partners in the light of safeguarding research, best practice recommendations, new legislation and policy

5 Will ensure “ No Secrets in Bristol” and related procedures reflect the diverse community of Bristol and the needs of all members of the community.

6 Is responsible for identifying the resource implications of its work and possible sources of funding and make recommendations to the SAB accordingly.

7 Will report to SAB quarterly

8 Will produce an annual report on its activities for the SAB

## Bristol Safeguarding Adults Board Quality Assurance Sub Group Terms of Reference

### **Overall role**

The Quality Assurance sub group will develop performance indicators based on national good practice pending nationally agreed Safeguarding Adults PIs. It will improve the quality of service via feedback mechanisms, lessons learned meetings, national and local inquiries, and reports of good and bad practice in implementing safeguarding adults policies.

### **Specific terms of reference**

The Quality Assurance Sub Group

- 1) Is responsible for developing performance indicators based on national good practice against which to evaluate safeguarding adults practice
- 2) Is responsible for developing and monitoring quality assurance systems informed by service users, carers, providers and referrers into safeguarding adults
- 3) Is responsible for monitoring consistency in threshold decisions in use of all safeguarding adults policies
- 3) Is responsible for holding case reviews (that are not to be held under the serious case review protocols)
- 4) Is responsible for holding meetings to analyse lessons learned from national or local inquiries.
- 5) Will receive reports on monitoring activities from ACC/AWP and other SAB partner agencies and analyse reporting trends
- 6) Will report on lessons learned to the SAB
- 7) Is responsible for disseminating learning from inquiries and lessons learned to SAB partners
- 8) Is responsible for identifying the resource implications of its work and possible sources of funding and make recommendations to the SAB accordingly.
- 9) Will report to SAB quarterly
- 10) Will produce an annual report on its activities for the SAB

Bristol Safeguarding Adults Board  
Publicity and Information Sub Group Terms of Reference

**Overall role**

The Publicity and Information sub group will develop and monitor an agreed communication strategy between SAB partners. Part of that strategy ensures monitoring systems are consistent and joined up. The sub group will create a publicity strategy for the work of SAB.

**Specific Terms of Reference**

The Publicity and Information sub group

- 1) Is responsible for developing and monitoring a communication strategy agreed by all SAB partners via the SAB.
  
- 2) Will ensure that all partner agency monitoring systems are consistent and joined up so that information can be collated and shared.
  
- 3) Will ensure that research and good practice information is disseminated to all SAB partners and other interested agencies
  
- 4) Will develop and work to an agreed publicity strategy for the work of the SAB
  
- 5) Will ensure all published information is accessible.
  
- 6) Will advise relevant press officers on the reporting of SAB matters
  
- 7) Will ensure that the Safeguarding Adults website is updated and relevant
  
- 8) Will inform BSAB e- newsletters or other regular publications
  
- 9) Is responsible for identifying the resource implications of its work and possible sources of funding and make recommendations to the SAB accordingly.
  
- 10) Will report to SAB quarterly
  
- 11) Will produce an annual report on its activities for the SAB

## Bristol Safeguarding Adults Board Training Sub Group Terms of Reference

- 1) To promote the delivery of good quality training for staff working with vulnerable adults, carers and service users across all agencies
- 2) To co-ordinate a multi-agency training needs analysis
- 3) To identify the funding implications of training and report onto SAB
- 4) To consider and implement recommendations on training from SAB
- 5) To identify and recommend minimum training standards and frequency of refresher training
- 6) To provide SAB with an update on training at each meeting and an Annual Report on training delivered by all participating agencies