

### **What does Adult Safeguarding mean?**

Safeguarding is about stopping abuse or neglect happening to you. If you are at risk of harm, we will ask you what you need to make you feel safe. Wherever possible, everyone involved in your care will try to meet those needs. You may hear people calling this 'Making Safeguarding Personal' (MSP).

### **What happens if there are concerns that I am at risk of harm?**

When we hear that you may have been harmed or neglected, we must act to make sure that you are safe and well looked after. We will talk to you at every stage to help work out what you want. If we need to know more, we will involve other people to decide what we should do next.

Getting everyone together in one room is not always necessary, so the Safeguarding Coordinator will decide who they need to contact and speak to them separately. This is called a Strategy Discussion.

When there are a lot of people involved, or the issues are complicated, it is sometimes better for everyone to sit around the table and discuss the best way to address the concern. This is called a Strategy Meeting.

### **Who would be at a Strategy Meeting?**

The people leading the enquiry will involve anyone in the meeting who can help to find out what has happened and what can be done to make things better for you. This may include family members or employed staff.

### **What happens at a Strategy Meeting?**

- We will look at the facts in more detail
- We will listen to and record your views and wishes
- We will discuss with you and agree what is a suitable way to make sure that you are safe and well looked after
- We will make sure that the right support is available for you

We may decide with you that we need to carry out an enquiry, to learn more about the situation and how we will act on it. You will be fully involved. This will lead to a Case Conference Meeting or Discussion. This is very similar to the Strategy Meeting.

We will look at information from the enquiry and see if it matches what was agreed at the Strategy meeting. We will also look at ways of stopping you being harmed or abused again. This is called a Safeguarding Plan.

If an enquiry doesn't take place we may work with you on other ways of resolving the concern.

### **Will I be invited to the Strategy Meeting?**

Yes of course. It is very important that we ask for and listen to your views so that we can help to meet your wishes about feeling safe and looked after. We will always talk to you whenever we can.

If you cannot tell us your needs and wishes, for whatever reason, you can ask a friend or relative to speak for you and/or support you.

If a friend or relative feels that their own thoughts are important, as long as you agree, their views would be listened to and included.

If you need someone to support you but do not have a friend or relative you can ask, we can arrange for an independent advocate to support you. We will always check with you what you need.

### What is an independent advocate?

Someone who will:

- Listen to you
- Provide you with information and explain your options
- Help you to reach your own decisions
- Support or represent you.

If you do not understand the situation and cannot make decisions about what to do, we call this a 'lack of mental capacity'.

If you lack mental capacity and you have no one to represent you (for example a friend, relative or advocate), an Independent Mental Capacity Advocate (IMCA) will be appointed. They will act for you in your best interest. An IMCA does the same job as an independent advocate.

### How long will the process take?

It depends on what the concern was. You and/or or the person supporting you will always be kept informed. If they or you have any questions or concerns, your contact person will help.

### What happens if I don't want to follow this process?

We will talk with you at each step of the way to check that you are comfortable and happy to proceed. If at any point you are not, we will ask you what you think is the best way we can help. There are other ways of helping you to be safe.

### What happens afterwards?

We will ask you:

- If you feel safer now
- If you are happy with what we did to help you or if there is anything more you would like us to do
- If you think we treated you properly

We will ensure that:

- Your wishes and what you would like to see happen are what matters most
- You are as safe and well looked after as possible

### How to report abuse

If you suspect someone is being abused, talk to us as soon as possible.

Tel: **01484 414933**

Email: [secure.gatewaytocare@kirklees.gcsx.gov.uk](mailto:secure.gatewaytocare@kirklees.gcsx.gov.uk)

In an emergency call the police on **999**

If the person is not in immediate danger now, call the police on **101**