

## Appendix 3

### Quick guide to Stages, Roles and Responsibilities

This document compliments pages 51 – 102 of the PAN London Safeguarding Protocol

Stages	Process/Activity (&refs) (see detailed activity description in Table 2 below)	Relevant Partners (incl. ACS SWLStG)	ACS & SWLStG only
<b>Stage 1 Alert</b>	Discovery or disclosure of suspected abuse/neglect of Adult at Risk Immediate safety	✓ ✓	
<b>Reporting an Alert</b>	Initial information gathering Immediate safety Passing the details of the alert/info to ACS / SWLStG teams or Police if it's a suspected crime	✓ ✓ ✓	
<b>Stage 2 Referral</b>	Accepting a Safeguarding Adults referral of an alert. Alternative action/signposting elsewhere if not Safeguarding referral (e.g. not an Adult at Risk).	✓	✓
<b>Decision</b>	Deciding whether the alert information requires more thorough investigation (assessment) and by whom. Addressing immediate safety needs. Alternative action if not Safeguarding Adults investigation (e.g. level 1 investigation or monitoring 'concerns').		✓ ✓ ✓
<b>Stage 3 Strategy</b>	Arranging a Strategy meeting or discussion. Participating in the Strategy meeting/discussion to determine what action is required, by whom and why. Agreeing 'Interim Protection Plan'. Deciding who to lead the investigation (e.g. police/ACS).	✓ ✓ ✓	✓  ✓
<b>Stage 4 Investigation</b>	Fact finding/interviews. Participating in interviews and providing information. Report writing.	✓  ✓	✓  ✓

Stages	Process/Activity (&refs) (see detailed activity description in Table 2 below)	Relevant Partners (incl. ACS SWLStG)	ACS & SWLStG only
	Supporting the investigator.		
<b>Stage 5 Case Conference/Protection Planning</b>	Arranging and Chairing the Case Conference.		✓
	Participating in the Case Conference decision-making.	✓	
	Developing the Protection Plan.		✓
<b>Stage 6 Protection Plan Reviews</b>	Arranging and Chairing the Safeguarding Adults Review meeting		✓
	Participating in the Safeguarding Adults Review decision-making/revised plan	✓	
<b>Stage 7 Closure</b>	Evaluating and learning from the case/process	✓	
	Closure	✓	✓
	Monitoring	✓	✓
	Serious Case Review request/Complaints	✓	

### Individual Partner SA Policy & Procedure Implementation (see PAN London Safeguarding Protocol p36)

<ul style="list-style-type: none"> <li>• Own agency/service operational procedure linking to Richmond SAPB local procedures &amp; PARLMAPP.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Human Resources systems and strategies.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Independent Safeguarding Authority/Vetting &amp; Barring Scheme (Safe Recruitment) policy &amp; monitoring systems.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Supervision/support policy &amp; monitoring systems.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Training &amp; development policy &amp; monitoring systems.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• SAPB governance arrangements.</li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>• - Borough coordination of Safeguarding Adults.</li> </ul>		✓