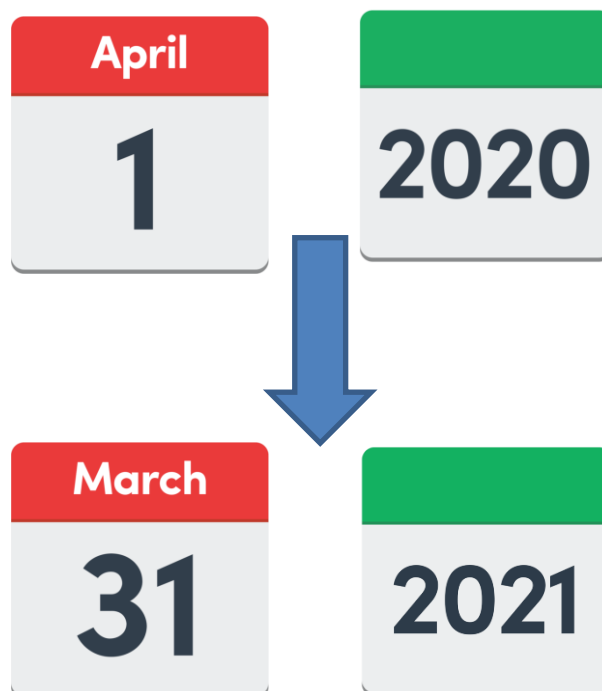


## Easy Read Annual Report



**1st April 2020 to 31st March 2021**



# Introduction



Fife Adult Support and Protection Committee (ASPC) is a partnership of organisations working together to protect adults from harm. A summary of the ASPC work is shared with the Chief Officers for Public Safety Group. (COPS)



The Committee has an improvement plan to help achieve its targets.



The law says that the ASPC must make a report every **two** years about their work.

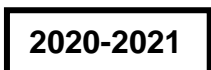
This is called the 'biennial report'.



**But....**

Fife ASPC is writing a report **every** year.

This makes it easier for everyone to keep up to date.



The report is like a road map.

It helps us to know:



what tasks have been done in year one



what is still to do....and when it should happen.



The Committee is supported by 4 working groups:

- Self-evaluation and Improvement working group
- Learning and Development working group
- Case Review working group
- Financial Harm working group



We all know that:

Covid-19 brought many changes to how we live and work.

## **How the ASP Committee (ASPC) worked during Covid-19:**



1. The ASPC used technology more.



The ASPC continued to raise awareness of harms and give support to Fife citizens.

**Example:**



Committee meetings were held on Microsoft Teams rather than face to face.



2. The ASPC looked closely at the impact of Covid-19.

This was to examine:

- what types of harm happened
- what risks of harm could happen
- how to work better together to prevent harm

**Example:**



The Covid-19 Recovery Plan was made in June 2020.

It linked up to **every** part of ASPC work.



This Covid-19 Recovery Plan helped adults at risk of harm get support as soon as possible.

### Example:

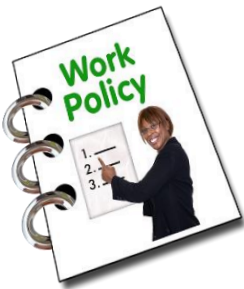


ASPC decided together what action was needed. They kept their plans under review.

### Example:



Adult and Child Protection made a **weekly** bulletin until December 2020 to share findings and respond to harm across all ages.



3. The ASPC found ways to solve problems and work together better.

### Example:



There were **weekly** meetings held until July 2020 by the senior members of the Public Protection Group.

This helped planning and keep vulnerable adults safe during lockdown.



4. Policies were improved.



New ways of how to work better together were added into documents.



This means our Adult Support and Protection (ASP) work continued in difficult times.



**Example:**

The Inter-Agency Standards document was updated.



5. Training courses moved from in-person to on-line meetings by December 2020.



Fife Council staff and partners were able to have ASP courses throughout the pandemic.



### Example:

Access to courses on the computer as many people worked from home.



The staff and workforce were still able to learn and feel confident on how to protect others.

6. Surveys were made and approved to find out people's views.



### Example:

For the staff

Service user feedback – people who have lived experience of the ASP process.

These surveys are ready to use in the future.



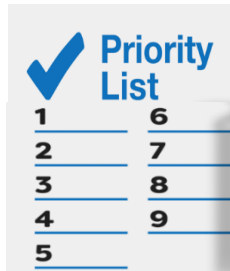
7. The Financial Harm Working Group helped to raise awareness of the risks from financial harm.



### Why?

Covid-19 had put people at risk of scammers.

## What did the group do?



They made up a list of tasks for every month and members shared the work.

Different topics gave on-line information and advice to keep the public safe.



**Easy Reads** were also made.



**Example:**

[Keeping Your Information Safe](#)



**Example:**

[Rogue Traders](#)

To learn more from Easy Reads, visit the section called

**'Keeping Your Money Safe'** on

[Easy Read | Fife Council](#) .





8. A new ASP Campaign started on Kingdom FM Radio in December 2020.



In December, there were 52 870 listeners.

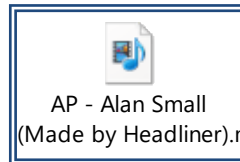
Adverts were played about 6 times a day.

In February 2021, there were ASP adverts on the radio to link with National ASP Day.

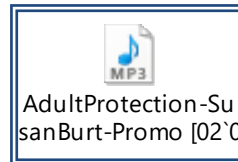


Fifers learned about different types of harm and how to report harm.

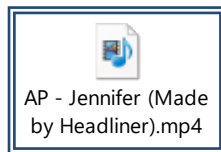
Don't miss out! Listen now to these.....



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AP - Jennifer (Made  
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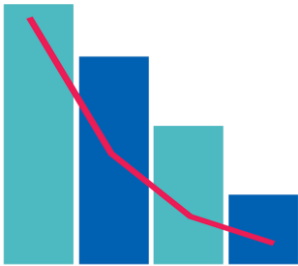


AdultProtection-Ste  
phenWood-Promo (



9. The ASPC also shared its messages by: Newsletters, BSL material, 'Staying Safe and Keeping Well', ASPC Supermarket Campaign and many other ways.

## 10. Data



Data are numbers that are collected on a topic.

The Committee looked at ASP data carefully to see if there were patterns or changes.

Patterns or changes could mean ....

we are doing better or we need to adapt.

### **Example:**

#### **What does it mean?**

More people reporting harm can mean that more people are being harmed.

It can also mean that more people know what harm is and how to report it.

We think about what the data could be telling us.



#### **Number of reports of harm?**

There were 2798 reports of harm.

This year, the number of reports was down.

#### **What does this drop in the number tell us?**

It could be because of Covid-19.

Lockdown meant less contact with people so harm was hidden more.



## Report of Harm

### What happens after harm is reported?

There are different things that can happen.

There could be:

- An adult protection investigation
- Support offered to help people live safely
- Some adults might not want any help at all.



### Investigation numbers

There were 460 investigations.

An investigation finds out:

- what harm has happened
- what needs to be done to protect the adult



### What do investigation numbers tell us?

The **3 main types of harm** were:

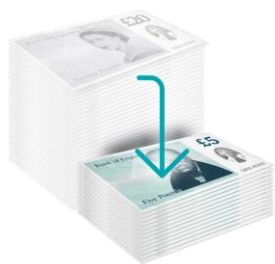
#### Physical harm

Someone doing things that hurt your body or stop you moving about.



25 % means 1 in every 4 reports of harm was physical harm to a vulnerable adult

## **Financial** harm



Someone stops you from having your money or the things you own.



25 % means 1 in every 4 reports of harm was financial harm

## **Emotional** harm



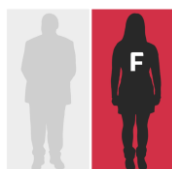
Someone makes you feel sad or upset.



21 % means about 1 in every 5 reports of harm was emotional harm



Most investigations were for people aged 16 – 65.  
(63% means about 3 out of every 5 reports)



Slightly more investigations were for women.  
58% were female. This is about 3 out of every 5.



There was an increase in the number of investigations where the adult is experiencing mental ill health.



There were 2 Large Scale Investigations started in the last 3 months of 2020.



### **Where does most harm happen?**

Most harm happens where people live.  
This is usually in the person's own home.



The number of reports for people being harmed in a care home has gone down a lot.



We need to understand the reasons for this drop.

**What are the next steps for the ASPC?**



There is now a new plan. It is called.....

# Fife Adult Support & Protection Committee

## Strategic Improvement Plan 2021-23



The Committee is now going to work on **5** priorities. A priority is like a heading or title. It gives focus.



Each priority has a 'To Do' list of tasks that will be shared between the members.

Each priority with an example is listed below:



### **Stakeholder Engagement**

This means to keep sharing the Adult Support and Protection message with the Fife community.

#### **An example of a task is.....**

Spread the ASP message about harms - have more Kingdom FM radio campaigns.



### **Outcome Focussed Improvements**

This means we ask 'How well are we doing?' Then we think, SO what needs improved?



### **An example of a task is.....**

Ask questions. Carry out research like surveys.

See how well we are doing and what needs to be improved.

Make any changes. Share.



### **Improving Procedures**

We write down and share what we need to do.

We ALL keep to these 'rules'

and carry out our work even better.



### **An example of a task is.....**

Use feedback to improve policies and practice.

Share the updated procedures.



### **Workforce Development**

Training and learning are vital for all staff.

We must ALL be willing to keep learning.

We must all work together for the good of others.



### **An example of a task is.....**

Encourage training by updating training course leaflets and flyers.

Include courses where there are learning gaps.

# 5

## **The Covid-19 Recovery Plan**

This plan is a key tool to help us recover from the impact of Covid-19.

We need to keep looking at the data and learn from it.



### **An example of a task is.....**

Track what is happening now.

Decide what changes to make.

Continue with the Covid-19 recovery plan.

## ***How do you find out more?***



The **next** Easy Read Annual Report 2021-2022 will let you learn more about the ASPC work.

***This Annual report was made using***  
PHOTO  SYMBOLS®

***MRS/ASP Team/20.03.22***



