

Easy Read Biennial Report



1st April 2020 to 31st March 2022

April						
Thu	Fri	Sat	Sun	Mon	Tue	Wed
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



March						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



The Biennial Report

It is about the work the **ASP** Committee (ASPC) over the two years from April 2020 to March 2022.



Fife **A**dult **S**upport and **P**rotection **C**ommittee (ASPC) is a partnership of organisations working together to protect adults from harm. A summary of the ASPC work is shared with the **C**hief **O**fficers for **P**ublic **S**afety Group. (COPS)



The law says that the Adult Support and Protection Committee (ASPC) has to report every two years about their work.

This report is called the ‘biennial report’ because the word **biennial** means every second year.

Let’s find out more about what is in the report:



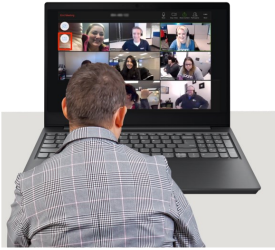
COVID-19

March 2020 saw the start of Covid-19.

We all had to change how we lived and worked.

The **Fife Public Protection Group** was set up to help keep people safe during the pandemic.

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



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

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

ASPC looked closely at the impact of Covid-19.

This was to examine:

what harm had happened

what risks of harm could happen

how to work better together to prevent harm.



Example: The work led to the Covid-19 Recovery Plan which was made in June 2020.

It linked up to **every** part of ASPC work to ensure challenges were met to keep people in Fife as safe as possible.



Reports of Harm

What does our data (numbers on a topic) tell us?

There were **5717** reports of harm.

This is more than the number from the last biennial report. That number was **5677**.

More people are reporting harm.

This could be because more people know what harm is and know how to report concerns.





Most reports come from:

- Police
- NHS Fife—people who work in health
- Social Work



The Next Steps After Harm is Reported

There are a number of 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.

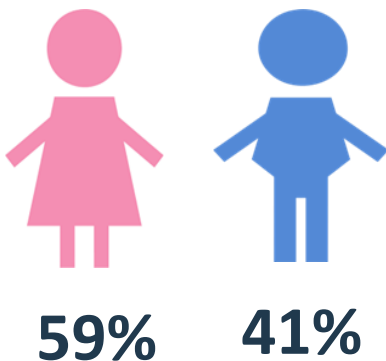


Findings

There were **835** investigations.

This number has gone up from **724** in the previous biennial report.

Investigations tell us more about the harm that is reported.



Example 1:

There were more investigations for women than men.

Example 2:

Most investigations are for people aged between 16-65.



The Types of Harm

Most investigations were for:



- financial harm— stealing your money or the things you own.

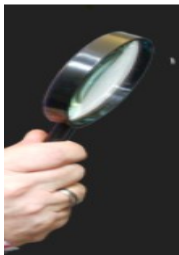


- physical harm—someone doing things that hurt your body or stop you moving about.



- self-harm—hurting yourself because it makes you feel better when you are upset or worried.

During 2020-2022, the type and order of the harms had changed from the previous report.



Look at the information above and below for the main harms. Can you see **2** differences?

In the 2018-20 Biennial Report, the harms were:



- Psychological harm - when someone affects your mental health



- financial harm— stealing your money or the things you own.



- physical harm—someone doing things that hurt your body or stop you moving about.

After a report of harm, there can be a meeting called a **case conference**.



The case conference will agree how to reduce or stop the harm and who will be involved to support the adult to be as safe as possible.



During 2020-2022, there were **223** initial and re-view case conferences. These meetings look again at keeping the person safe from harm.

This is up by 48 from the last period.



Every effort was made to hold these meetings safely during Covid-19.

Large scale investigations

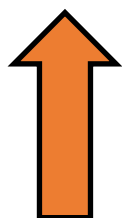
Large scale investigations take place when there are reports of harm about two or more people in a regulated service like a care home or hospital.

In 2020-22:

There were **17** Large Scale Investigations (LSI).

This is much higher than 4 across 2018-2020.

There will be a study into this jump in the number.



Where is harm happening?



Harm most often happens where people live.

This is usually in **their own home**.

This biennial report shows where the reports of harm happened:

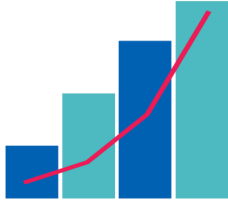
59% in someone's own home

10% place not known

5% in care homes

Concerns

- *Fewer reports of harm than expected.*
- *More investigations where the adult has mental ill health and self-harm.*
- *The number of individuals with reports of harm and the number of individuals who need repeat investigations*
- *The need to understand why care home reports of harm have dropped by half to 5%*



Has Covid-19 caused these 4 concerns?

These concerns will be investigated and findings shared.



What has the Committee changed?

Urgent work:

To keep people safe from Covid-19.

This meant:

- Over **10 000** people asked to shield.
- **8800** of these people contacted about their welfare by Social Work.
- Letters to the other people.
- Visits arranged, if needed.



What next?

- Staff survey tool created in July 2020.

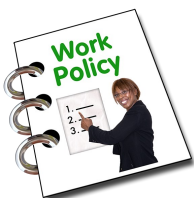
To gather front line staff views, activity and confidence in ASP

To offer support based on needs

- A service user feedback tool was also made.

To gather the views of those who have 'lived experience' of ASP input

To identify gaps and ways to improve



Policies, Guidance and Advice

Policies have been improved.



Better ways of how to work were added into some documents. See examples on the next page.

For example:

1. Fife Inter-agency Adult Protection procedures
2. Financial harm
3. Hoarding and Self-Neglect
4. Domestic Abuse
5. Multiple Report of Harm
6. Engagement escalation
7. Large scale Investigation
8. Inter-agency Chronology Process



These new policies will be monitored and reported on in the future.

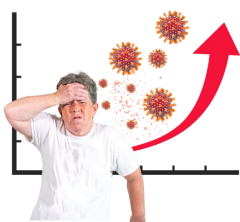
The Financial Harm Working Group

The first Financial Harm Radio Campaign started with Kingdom FM in December 2020.



The aim of this Working Group was to reduce the risk of financial harm during lockdown.

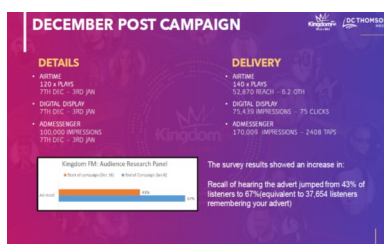
People were using more IT and could feel more lonely and isolated. They could be scammed.



The radio campaign reached **52 870** Fife listeners in December. It was repeated in February 2021.

Radio campaigns were ongoing during 2021-2022 to reach out to Fifiers on different themes such as:

- ASP and Fire Safety
- ASP and Social Media
- ASP and Alcohol and Drugs Awareness



The Journey

This 2020-2022 Biennial report is like a road map.

It helps us look back over parts of the

Strategic Improvement Plans for 2019-2021 and 2021-2023 to:



- ◇ Know where we started and
- ◇ Know what had been achieved as ASPC



The Strategic Improvement plan guides the work of the ASPC in detail.

It sets out the vision, priorities and tasks for the working groups. It is target-centred.

The working groups :

Self-Evaluation and Review

Learning and Development

Care review

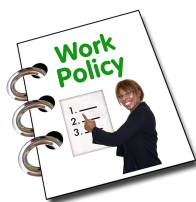
Financial Harm

As these working groups completed tasks, they reported the outcomes to the ASPC.



Evidence of progress and outcomes was also gathered by the Care Inspectorate. There was a joint inspection of Adult Support and Protection work within the Fife Partnership between May 2021 and August 2021.





The Inspection results?

Fife received excellent feedback.

Strengths:

- Working together to promote safety.
- Effective information sharing at investigation and referral stage.
- Good record keeping, preparation and meetings.
- The helpful role of advocates to support adults at risk through an adult protection journey.
- Partnership leaders promoted a helpful climate that helped deliver the work.
- The role that adults at risk played at the ASPC (and the support given by third sector to them)
- Partnership Leaders active in thinking about the quality of the service that they provide and how to make things better.

The Inspection results?

Their key findings to make the service even better -

Priority areas for improvement:



- Making 'templates' which are like guides. They help planning and recording on key topics.
- To share and use these templates in the partnership on key topics -



Chronologies

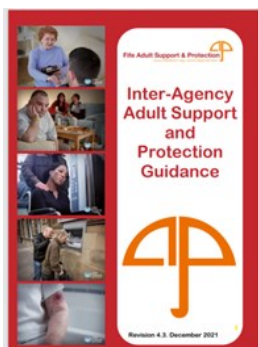
(timelines to show lived experiences and input given)

Risk assessments

(to assess risk of harm to a person)

Protection Plans

(how best to keep a person safe)



The Inspection said this good record keeping and preparation is **a must for all adults** with protection needs.

Templates on the 3 key headings above have been put in place and shared in key guidance.



Training, Learning and Development



- Training developed on-line due to Covid-19.
- Available for **all** levels within the Fife Council workforce.

Examples: Council Officer Training
Frontline staff

- Post-training Questionnaire September 2021 to find out views on training from all partner agencies
- Training reviews reported back at each ASPC. The results were very positive. This means people feel they know more and feel more confident about ASP.
- ASP Practitioners' Forum introduced To allow ASP themes from frontline staff to be explored and feedback given
- Frameworks strengthened such as:
 1. Adult Support and Protection Competency Framework which sets out specific roles, skills needed and can lead to training.
 2. Aide memoir 2020 for 'second Officers'.



The ASP message continued:

How did we spread the ASP message on harm and offer support ?

Part 1. Online (virtual methods)

Virtual methods over Software like Teams kept communication going during Covid.

Communication means to:

Interact with others (share, listen, learn).

Involve and Include others.

Inform others.

Examples of this work:

Helpful websites shared in newsletters.

Meetings to raise ASP awareness on harms, policies, resources, training.

Deaf Communication Service (BSL) input.

Easy Reads on ASP webpage.

'Staying Safe and Keeping Well' on-line.

13 500 Booklets shared by partners.

ASPC Supermarket Campaign.

Engagement and Participation Officers linked with groups to hear their views.



Fife Adult Support & Protection
www.fife.gov.uk/adultprotection

Fife Child Protection Committee

Adult and Child Protection means protecting the most vulnerable from harm and neglect.

Harm and neglect can be perpetrated by anyone.
Harm can be a crime.

Domestic violence
Neglect
Radicalisation
Organisational
Physical
Discriminatory
Emotional
Modern Slavery
Self-neglect
Sexual
Financial

If you see something, are told something or something doesn't feel right you need to report it.

Adult Protection: 01383 602200
Child Protection: 03451 55 15 03
If someone is in immediate danger call 999

www.fife.gov.uk/adultprotection
www.fifechildprotection.org.uk



Part 2. A new Strategy: 'Communication and Stakeholder Engagement Strategy' for 2022

The focus?

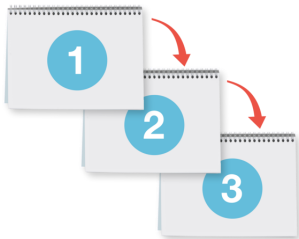


1. Committee members linking well together to achieve targets to keep adults at risk safe.

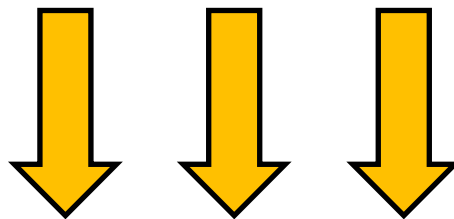


2. Working well with partners and communities to deliver aims set out in the action plan.

What are the Next Steps?



To build on the Strategic Improvement Plan 2021-23



and work on the targets in the

ASPC Strategic Improvement Plan 2023-2025



The Chair of ASPC, Alan Small, thanked all involved in working together to keep adults safe from harm as he is to 'sign off' soon from his outstanding role as Independent Chair.



Information about all the work the Committee is doing is online at:

[Adult Support and Protection | Fife Council](#)

This Easy Read was made using Photosymbols.

Produced by MRS/ASP Team.

Seen Something? Say Something.

Call the Adult Protection Phone Line

01383 602200

People with a hearing loss – SMS 07781 480 185



Alternative Formats

Information about Fife Council can be made available in large print, braille, audio CD/tape and Gaelic on request by calling **03451 55 55 00**



British Sign Language

please text (SMS) 07781 480 185



BT Text Direct:

18001 01592 55 11 91

Language lines

Arabic	خط هاتف اللغة العربية: 03451 55 55 77
Bengali	বাংলায় আলাপ করার জন্য টেলিফোন লাইন: 03451 55 55 99
Cantonese	中文語言熱線電話: 03451 55 55 88
Polish	Polskojęzyczna linia telefoniczna: 03451 55 55 44
Urdu	اُردو زبان کے لیے ٹیلیفون نمبر 03451 55 55 66