



VERSION 1.0

ADULT SAFEGUARDING PRACTICE GUIDANCE

SAFEGUARDING PLANNING

The National Safeguarding Office
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SAFEGUARDING PLANNING

SAFEGUARDING PROCESS

Following completion of a preliminary screening, where reasonable grounds has been determined, there is a requirement for assessment and analysis of the information gathered. Judgement of this information is required to guide the subsequent safeguarding plan. This consideration and judgement may involve the designated officer, the service manager, safeguarding plan co-ordinator, multidisciplinary team or others.



WHAT IS A SAFEGUARDING PLAN?

A safeguarding plan is a set of actions that assigns roles and responsibilities in addressing the risks and needs identified from the safeguarding preliminary screening and assessment.

The purpose of the Safeguarding Plan is to name the outcomes we are trying to achieve, including both the personal (vulnerable adult's) and the service outcomes.

The safeguarding plan will:

- outline the needs of the vulnerable person
- outline risks identified
- identify any triggers or circumstances that may indicate increased level of risk
- identify actions/interventions to be taken in order to eliminate or reduce the risk
- identify on-going supports/services to be put in place as a result of the safeguarding concern

Safeguarding planning needs to involve.... 'meaningful conversations with people (adults at risk), seeing them as experts in their own lives and working successfully alongside them all the way through the safeguarding intervention, so that at the end they feel they have been fully involved and are satisfied by the outcome, as far as is possible'.

[**Making Safeguarding Personal toolkit**](#)

SAFEGUARDING PLAN CO-ORDINATOR

One lead person must be appointed by the service manager to act as a co-ordinator of information and intervention. The safeguarding plan co-ordinator will arrange a full review at agreed intervals.

There are two main stages to safeguarding planning. The first at the time of the preliminary screening – an interim safeguarding plan which sets out measures to protect the adult pending a second stage formal safeguarding plan which is developed within 3 weeks of the preliminary screening and interim safeguarding plan.

INTERIM SAFEGUARDING PLAN

An interim safeguarding plan will be completed within three days of the safeguarding concern being raised. It is a live document which will be subject to change as it is implemented.

The interim safeguarding plan may be considered the formal safeguarding plan if all relevant matters are addressed. In these circumstances the safeguarding plan co-ordinator should seek agreement with the Safeguarding and Protection Team and the rationale for same outlined in the space provided.

FORMAL SAFEGUARDING PLAN

A formal safeguarding plan must be submitted within three weeks (21 days) of the submission of the preliminary screening and interim safeguarding plan.

The purpose of the formal safeguarding plan is to clearly outline the elements of the safeguarding plan, the person(s) responsible for ensuring the safeguarding actions are completed, the time-frame within which the actions will be completed/ reviewed. The plan should capture any updates on any assessment being undertaken.

The wishes of the vulnerable person in relation to this plan should be detailed. This is in line with a person-centred approach which places the adult at risk of abuse at the centre of the safeguarding process.

It is important that anyone named in the safeguarding plan is aware of and in agreement with the role assigned to them in the plan.



SAFEGUARDING OUTCOMES

The safeguarding plan needs to be outcome focused, addressing what the adult wants to achieve and what the service needs to address. The safeguarding plan and its review does not become focused on the actions to the exclusion of the desired outcomes.

[The Making Safeguarding Personal Guide](#) promotes outcomes-focused, person-centred safeguarding practice. In relation to safeguarding plans it is about seeing people as experts in their own lives and working alongside them to enhance their involvement, choice and control as well as considering outcomes that they see as having a positive impact on their lives. In good safeguarding planning the outcomes are positively framed.

Example of outcome being positively or negatively framed:

- Negatively framed outcome “prevent Susan being hit by the other resident”
- Negatively framed outcome “enable Susan to not live with the fear of being hit”
- Positively framed outcome “enable Susan to feel secure in her home”

[Making Safeguarding Personal Guide \(UK\) 2014](#)

Outcomes need to be very specific, not general or global. In a good safeguarding plan outcomes are directly connected to the risk or safeguarding issue that has been identified in assessment.

CASE EXAMPLE OF A MEASURABLE OUTCOME

The acronym SMART can be of assistance in effective safeguarding planning in social care, particularly in providing a guiding framework in writing a good safeguarding plan to ensure actions within are:

- Specific
- Measurable
- Achievable
- Realistic
- Timely and time limited

What are you trying to achieve?	What specific follow-up or safeguarding actions are you taking to achieve this?	Who is going to do this (name and job title)?	When will this be completed?	Review status/ update
Susan wishes to be and feel safe when in Day Service (Personal Outcome)	Susan and her Peer (unique ID) to always have staff supervision when in the Day Service Hub together. Susan and her peer to be supported to self-direct their day service, engaging in community activities of their choosing, thereby reducing the amount of time spent together in the Day Service Hub	Day Service Manager John Clarke	01/05/2023	Review 1/9/2023 Susan had a conversation with her Keyworker on the 30/8/2023. Susan advised she feels safe most of the time now in Day Service. Susan and her peer now spend less time together due to individualised timetables but when they are together there have been no further safeguarding concerns. Safeguarding action working well and to remain in place at this time due to potential ongoing risk.
Susan would like an apology from her peer (Personal Outcome)	Staff to discuss safeguarding concern with Peer. Staff to establish if peer would be willing to meet Susan and offer her an apology. Staff to support both individuals meeting together if both are in agreement.	Day Service Manager John Clarke	01/05/2023	Review 1/9/2023 Both individuals were happy to meet together with staff to discuss the safeguarding concern. Peer apologised for hitting Susan. Susan accepted the apology. Complete. No further action required.
Susan to receive clear and simple information about what abuse is, how to recognise abuse and how and who to report concerns of abuse too. (Service Outcome)	Susan to be supported by staff to go through the Easy Read Safeguarding Policy. Susan to be supported to watch Safeguarding Explainer Video. Susan to meet the Designated Officer for Safeguarding.	Susan's Key worker Ann Tracey	01/05/23	Review 1/06/2023. Complete. Safeguarding education and awareness to continue for Susan and her peers to support the development of a positive safeguarding culture. Ongoing action transferred to Day Service's programme of work.

CASE EXAMPLE OF A MEASURABLE OUTCOME

The safeguarding plan must have achievable and realistic outcomes. For example, a plan that is predicated upon someone giving up drinking when they have no commitment themselves to do so is fundamentally flawed and needs to be amended. In that example it may be more realistic for the safeguarding plan to identify alcohol reduction as a more achievable outcome.

There will be plans where risks associated with the safeguarding concern;

- can be fully addressed
- can only be reduced and not eliminated
- cannot be adequately addressed (perhaps because the adult at risk has capacity to make the decision and does not consent to the safeguarding intervention)

The safeguarding plan must be time limited, which will indicate when specific actions are expected to be completed by. Safeguarding actions with a longer timescale should continue to be reviewed and updated at regular intervals during the lifetime of the safeguarding plan.

A decision to engage with a person allegedly causing concern in the process of safeguarding planning will be led by professional judgement. See [practice guidance on undertaking a safeguarding preliminary screening](#) which considers the person allegedly causing concern.

The plan must be dated and signed.

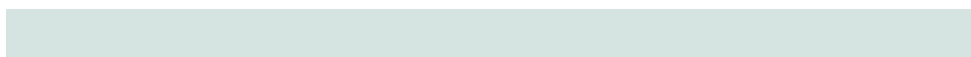
SAFEGUARDING PLAN UPDATES

The safeguarding plan is a live and evolving document and it is required to be updated over time. Each of the objectives in the plan should be individually reviewed and amended as to whether they need to remain, change or be removed.

When a new and additional risk arises for someone who is already subject to a safeguarding plan, the plan is amended to address this new issue. When updates are made to the safeguarding plan the co-ordinator should ensure that dated versions are held on file so there is a record of actions and their status over time.

A service user may have a number of plans in place in relation to risk, care, behaviour support etc. While the safeguarding plan is separate from these plans it will form a part of the overall plan of care and there will be occasions where there is a significant area of overlap between plans.

It may also be the case that the cumulative effect of a number of risks/ incidents may be considered as a safeguarding matter when taken together.



SAFEGUARDING PLAN REVIEW

Safeguarding plan review (as opposed to safeguarding plan updates referenced above) is a more formal review of the safeguarding plan, as well the process of closing safeguarding plans. It is required that this review, up to and including plan closure, is agreed with the Safeguarding and Protection Team.

The safeguarding plan review should:

- establish any changes in circumstances or further concerns which may affect the Safeguarding Plan,
- evaluate the effectiveness of the Safeguarding Plan,
- evaluate, through appropriate risk assessment, whether there remains a risk of abuse or neglect to the individuals or group of individuals,
- make required changes to the Safeguarding Plan and set a further review date,
- be communicated to the Safeguarding and Protection Team for their agreement.

The safeguarding plan review process should also be used as an opportunity to evaluate the intervention in general terms, e.g., what worked well, what caused difficulties, how effectively did people and agencies work together.

A safeguarding plan review should happen within 6 months of the plan commencing and at minimum at six monthly intervals thereafter or at case closure.

SAFEGUARDING PLAN CLOSURE

A safeguarding plan review may recommend closure of a safeguarding plan. This may happen if there is evidence that the risk of abuse or neglect has been eliminated or risk has been reduced. Closure may also be recommended where any remaining action(s) that are to continue can be transferred to another plan/procedure (i.e. incorporated into ongoing care plan or behavioural support plan).

Reasons and rationale for closing a safeguarding plan should be recorded in full. The adult should be formally notified of closure where appropriate. In some instances it may be appropriate to also notify the referrer.

