

<b>Title:</b> <i>Responsible Manager</i>	
<b>Business Area:</b> <i>Devon Safeguarding Adults</i>	
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<b>Related Legislation / Strategy / Policy:</b> <i>Care Act 2014; Care Act 2014 Statutory Guidance; Police and Criminal Evidence Act 1984; Youth Justice and Criminal Evidence Act 1999; Sexual Offences Act 2003; Protection from Harassment Act 1997; Criminal Justice and Courts Act 2015</i>	
<b>Related Practice Guidance:</b> <i>Advocacy in Safeguarding; Legal Framework; Managing HR Concerns with Safeguarding Adults; Operational Guidance; Recording and Preserving Evidence; Responsibilities of a Safeguarding Adults Investigator</i>	

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# 1. Responsible Manager

1.1. When it is decided that a Safeguarding Enquiry is needed a manager who has overall responsibility for managing the Enquiry and deciding what steps are necessary should be identified.

1.2. Their role will include:

- Ensuring that the adult at risk is supported and encouraged to be involved in the Enquiry and wherever possible enabled to make their own informed decisions, and that advocacy is arranged where they may otherwise have difficulty in fully taking part in the process. Carers and family are also entitled to an advocate (under The Care Act) should they have difficulties understanding or being involved in the safeguarding process. This differs from the right to advocacy because of a lack of capacity.
- Considering whether an adult at risk may lack capacity to make the decisions needed as part of the process. If this is the case, refer for an advocate if the person has no-one who can represent their views and wishes.
- Convening a Safeguarding Strategy Meeting or virtual strategy process that results in a recorded strategy agreement (usually within seven working days).
- Ensuring that the person who reported the concern is kept informed about the progress of the Enquiry and that their needs are considered, taking into account any limitations on information sharing.
- Identifying who has lead responsibility for decisions on health or care services needs of the person or people who are the subject of the enquiry.
- Referring to a Devon County Council Team Manager Safeguarding Adults to chair any Case Conferences needed.
- Being responsible for care planning and care monitoring decisions that their organisation is responsible for; including continuing or changing a client's care placement or the provider of a client's care service.
- Arranging resources needed to implement the immediate protection plan. Where a safeguarding concerns relate to the safety of an NHS or NHS commissioned service, request the NHS providers and commissioners involved inform the Safeguarding Enquiry of how the quality and safety of that service will be assured by the provider and the commissioner.
- Arranging resources needed to manage and record Safeguarding meetings and discussions.
- Ensuring full support is available for any adults with care and support needs attending the Case Conference.
- Ensuring that appropriate pre-meeting support has been provided to the adult and/or their representatives in the Case conference. The Responsible

Manager has the authority, in consultation with the adult and other representatives, to restrict or exclude attendance of people at the Case Conference if they are likely to prevent a service user from fully contributing to the discussion. This should be clearly recorded in Safeguarding Adults records.

- Ensuring that all information is recorded appropriately on DCC's main records system, that those records are closed appropriately and any audit requirements are met within timescales.