



What we did in the last year

2024 to 2025



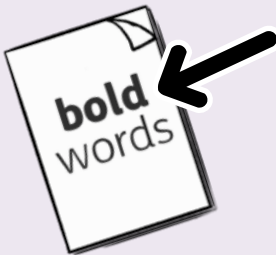
Easy Read



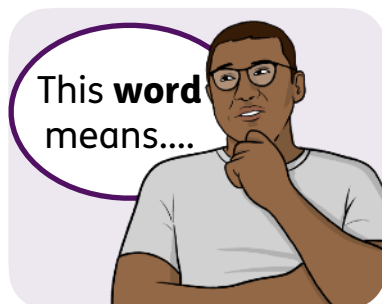
This is an Easy Read version of some information about the Safeguarding Adults Board. It may not include all of the information, but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Some words in bold might be hard to understand, but we will explain what they mean.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

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You can fill in a quick survey to say what you think about this Easy Read booklet:
info.easy-read-online.co.uk/easy-read-feedback-survey

About this booklet



This is a report from West Sussex **Safeguarding** Adults Board.



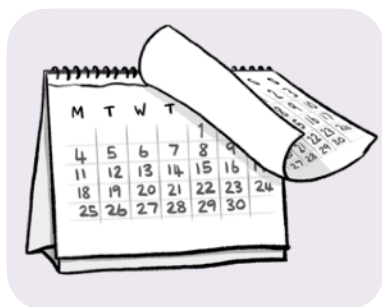
Safeguarding is keeping people safe from abuse.

Abuse is when someone causes harm or distress to another person.

This is a report about:



- What we have done in the last year.



- What we are going to do next year.

What is the Safeguarding Adults Board?



We work with health and care services to improve the safeguarding of adults with care and support needs.



This includes adults with care and support needs because of their disability, mental health or illness.

We work with lots of people and organisations. The main 3 are:



- West Sussex County Council.



- West Sussex NHS.



- Sussex Police.

It is our job to:



- Make sure that services follow the rules about keeping people safe.



This means services should think about what each person needs and how to make life better for them.



- Make sure that care and support services act in the right way and work together if **abuse** or **neglect** happens.



Abuse is when someone causes harm or distress to another person.



Neglect is when someone does not look after you properly.

Our subgroups



We have lots of small groups called **subgroups**.

Their job is to help us do our work.



Our **Safeguarding Adult Review Subgroup** looks at the need for Safeguarding Adult Reviews.

You can find out more about Safeguarding Adult Reviews on page 17.



Our **Quality and Performance Subgroup** checks that the people we work with are doing their jobs well.



Our **Quality Assurance and Safeguarding Information Subgroup** looks at safety in care services, like care homes.

Our **Learning and Policy Subgroup** is in charge of:



- Helping others learn from Safeguarding Adult Reviews and other work.



- Making new rules for how we should work.



Our **Multi-Agency Risk Management Subgroup** gives information to staff who help adults with care needs.

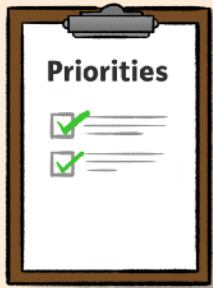


Our **Chairs Subgroup** is made up of all the people who are in charge of each subgroup.



This group meets to share information about their subgroups and get ready for the Safeguarding Adults Board meeting, which happens 4 times a year.

Our priorities for 2024 to 2025



Priorities are the most important things we work on.

We had 2 priorities for 2024 to 2025.

They were:



1. Safeguarding people from **self-neglect**.

Self-neglect is when people become unsafe because they do not look after themselves.



2. Supporting organisations to work together.

We call this **multi-agency working**.

What went well

Here are some of the things we did well in the last year:



- Wrote some rules about how organisations should work together when safeguarding adults.



- Asked staff to fill out a questionnaire about what it is like working with adults who self-neglect.



- Wrote new rules about how to support adults who self-neglect.



- Wrote and shared a document called the **Strategic Provider Concerns Group Protocol**.

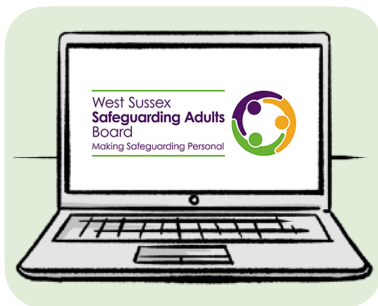
This document is about what to do if there are big problems with a care service.

Here are some more things we did well in the last year:



- Shared a document called the **Complex Needs Toolkit**.

This document has advice and information about how staff should work with adults who have lots of needs.



You can look at the Complex Needs Toolkit here:

www.westsussexsab.org.uk/complex-needs-toolkit



- Shared information about our work, news and training.



- Shared information about how people are affected by the words we use.

Here are some more things we did well in the last year:



- Worked with **Burnside Day Opportunities Hub Digital Community Group.**

This group gave us feedback on how to make our Easy Read report better and easier for people to understand.



- Shared a report about how staff should write about adults with safeguarding needs in a way that puts them first.

This includes talking to the person and writing down what they think.



- Shared our guide on how to support adults who are at risk of choking.

Working together



This year, we did lots of work with the Safeguarding Adults Boards in Brighton & Hove and East Sussex.

Here are some things we did that went well:



- Shared a new Easy Read leaflet about safeguarding adults in Sussex.



- Made a new leaflet to help us share information with staff.



- Made some changes to our **Policy and Procedures**.

Policy and Procedures are the ways that an organisation works.

Here are some of the changes we made to our Policy and Procedures document:



- Updated our rules about sharing information.



- Added more information about how abuse might happen.



- Added more information about how to keep patients safe.



- Updated our rules about how care and support services in Sussex should work together to keep adults safe.



- Updated our rules about what different services must do.



We also made a new website with information about our Policy and Procedures document.

You can look at the website here:
www.sussexsafeguardingadults.org

Events and training

We ran lots of events and training in the last year, including:



- An in-person **conference** called the West Sussex Safeguarding Adults Board Conference.

A **conference** is where a group of people meet to talk about a subject.



At this conference, we talked about self-neglect and how laws about care affect people today.



- A new awards event for staff and services who do great work to safeguard adults.



- Online training for over 100 care and support staff.



We also shared daily newsletters in **Ann Craft Trust Safeguarding Adults Week**.

Ann Craft Trust Safeguarding Adults Week is a week where organisations share information about safeguarding.

Safeguarding Adults Reviews



We use **Safeguarding Adult Reviews** to check what we could have done better when someone has been harmed or died.

We think about doing a Safeguarding Adult Review if:



- An adult has died and we think that abuse or neglect was part of the reason they died.



- An adult has been abused or neglected which harmed them or made their life worse.



- We think that organisations could have done more to protect an adult who has been abused or neglected.



In the last year, we looked into doing Safeguarding Adults Reviews for 2 people.



But we decided that we did not need to do reviews for these people.

What we learned from the past



We looked into some Safeguarding Adult Reviews that we did in the past to see what we could learn.

We looked into:



- 7 Safeguarding Adult Reviews about self-neglect in Sussex.



- 1 Safeguarding Adults Review about a man called Tom, who was abused by his wife and his carer.

We learned that organisations we work with should get better at:



- Working with other groups.



- Supporting adults who may need help with making decisions.



- Supporting people in a way that thinks about what they want and what they can do well.



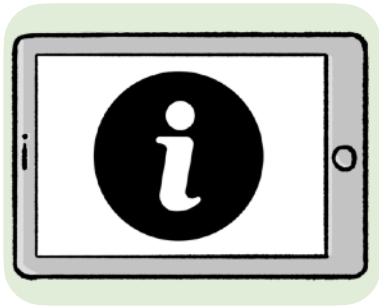
- **Professional curiosity** - this means staff asking questions and being aware of what is happening around them.



- Checking where people's money is going and who is spending it.

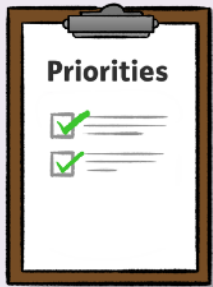


We also learned that organisations we work with should look into how they record and share information.



We also shared some more information about Tom's Safeguarding Adults Review online.

Our priorities for next year



We have 2 priorities for next year:



1. Get families involved in making plans about safeguarding.



2. Look into how **mental capacity** affects self-neglect.

Mental capacity is about whether you are able to make decisions for yourself.



For priority 2, we will also look at when someone who self-neglects needs safeguarding.

We will get families involved in plans about safeguarding by:



- Looking into how we can get better at working with families.



- Working with groups that support families.

We will look into how mental capacity can affect self-neglect by:



- Checking that care and support services use our information and guides in their work.



- Helping people understand and follow the **Mental Capacity Act**.

The **Mental Capacity Act** is a law that explains what rules to follow if someone does not have mental capacity.

If you are worried about someone's safety



If you think someone's life is in danger, you should **call 999 straight away**.



Otherwise, please tell West Sussex County Council if you or someone you know:



- Has care and support needs.

AND



- Is being abused or neglected, or you think they might be.

You can tell West Sussex County Council that you are worried by:



- Filling in the form on their website here: www.westsussexsab.org.uk/raise-a-concern/types-of-concerns/concerns-about-an-adult



- Calling 01243 642 121



- Calling using Relay UK: 18001 01243 642 121



- Writing to:
Adults CarePoint
Second Floor
The Grange
County Hall
Chichester
PO19 1RG



You can also call Sussex Police on 101 if there has been a crime.

Find out more



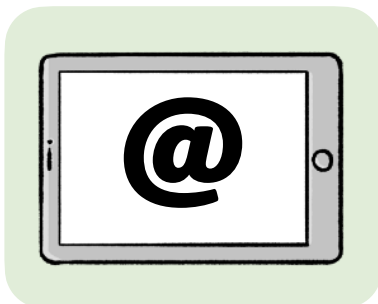
You can look at our website here:

www.westsussexsab.org.uk

If you need more information, please contact us by:



- Phone: 03302 227 952



- Email:
safeguardingadultsboard@westsussex.gov.uk



This Easy Read document has been checked by people with learning disabilities at Burnside's Digital Community Group.

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