



What we did in the last year

2023 to 2024



**Easy
Read**

Easy Read



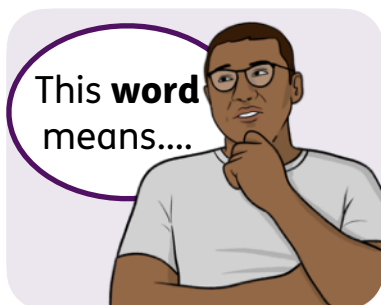
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



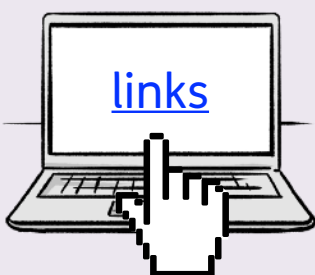
This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



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



Sometimes if a bold word is hard to understand, we will explain what it means.



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

About this booklet.....	4
Who are the Safeguarding Adults Board?	5
Our priorities for 2023 to 2024.....	9
What went well	13
Other things we have done.....	22
What we did to make safeguarding better	27
Safeguarding Adults Reviews.....	28
Our priorities for next year.....	35
How to tell us if you are concerned about someone's safety	36
Find out more.....	38

About this booklet



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

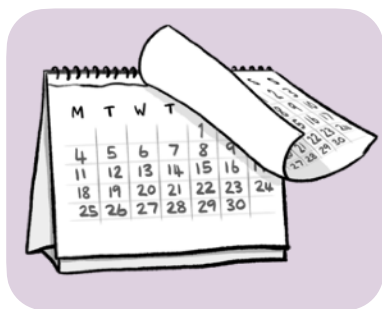


Safeguarding is keeping people safe from harm and abuse.

This is a report about:



- What we have done in the last year.



- What we are going to do next year.

Who are the Safeguarding Adults Board?



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



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

- West Sussex County Council.



- West Sussex NHS.



- Sussex Police.



We work with care and support services in West Sussex to make sure the adults that they support are safe.

To help keep adults safe, we make sure that:



- Services have rules to keep adults safe.



- Safeguarding is right for each person.



- Services get better at keeping people safe.



- Services quickly speak up about why something has gone wrong.



- Services work together to stop things going wrong.



When things go wrong, it can mean people are not safe.

This can lead to **abuse** and **neglect**.



Abuse is when someone hurts you or treats you badly.



Neglect is when someone does not look after you properly.

Our main jobs

We have 3 main jobs to do:



1. Follow our **Strategic Plan** - this is the main plan of how we will safeguard adults in West Sussex.



2. Write an **Annual Report** - this is a document we write every year about the work we have done.



3. Do **Safeguarding Adult Reviews** to check what we could have done better when an adult with care needs was harmed or has died.

Our priorities for 2023 to 2024



Priorities are the most important things we work on.

We had 2 priorities for 2023 to 2024.

1. Self-neglect



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



We read lots of different information about self-neglect in Sussex.



We will write a report about what we found out from this information.

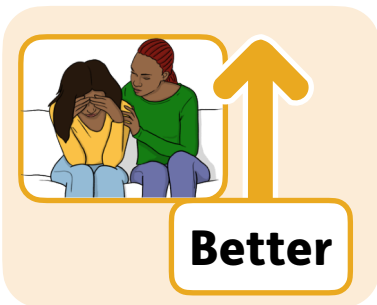


The report will have some ideas for how we can better support people who self-neglect.



We looked at:

- How we support people who self-neglect.



- How we can get better at this.



We looked at how the **cost of living** might have affected people who self-neglect.

The **cost of living** is how much it costs to buy the things we need to live, like food and electricity.

2. Staff learning and understanding



We had a session every month where we gave staff like, the police and council workers, information about what we do.

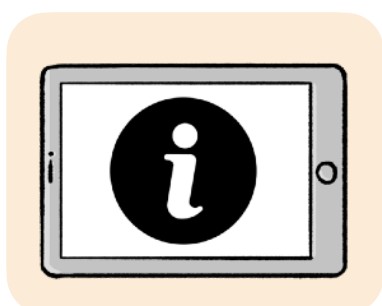


This gave staff working for different organisations the chance to know more about our work.



We told them things like:

- How our work is connected to the jobs they do.
- What we have learned about keeping people safe.
- Where to find more information about what we do and how staff can get support.





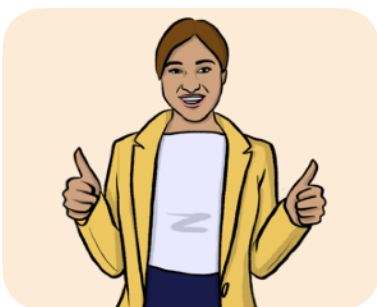
There were 8 sessions. 258 staff members came in total.



The staff who came to the sessions said they were good.



We also went to staff meetings at different organisations to explain what the Safeguarding Adults Board does.



This has helped more people to know about us and understand what they need to do to keep people safe.

What went well



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

Their job is to help us do our work.

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

Safeguarding Adult Review Subgroup



This group looks at the need for Safeguarding Adult Reviews.

This year, they:



- Looked into 5 new cases to see if a Safeguarding Adults Review was needed.

This year, they also:



- Worked on 7 Safeguarding Adults Reviews.



- Shared information from 3 finished Reviews.



- Made a plan based on what they learned from 4 Safeguarding Adults Reviews.



- Looked at the guidance that we give to people who write the reviews so they can do their job better.



- Looked at the Reviews to see if there was any learning that was the same, so it could be shared with others.

Quality and Performance Subgroup



This group checks that the people we work with are doing their jobs well.

This year the group has:



- Made a plan for different organisations to work together better.



- Looked at how older people could be safeguarded better.



- Made a plan for how older people could be safeguarded better.

This year the group has also:



- Done a survey to find out what staff in different organisations thought about keeping older people safe.



- Done a survey to find out what staff in different organisations thought about people who self-neglect.



- Thought about how the cost of living might affect people.



- Done surveys to find out what people did in their organisation after reading Safeguarding Adults Reviews.

Quality Assurance and Safeguarding Information Subgroup



This group looks at safety in care services, like care homes.



This year, the group has:

- Checked on care providers that we are worried about.



- Shared any concerns that they had about care providers being unsafe.



- Checked that care providers are safeguarding in the right way if we are worried about them.



- Kept looking at care homes which we are worried about.

Learning and Policy Subgroup

This group is in charge of:



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



- Making new guidelines for how we should work.

This year the group has:

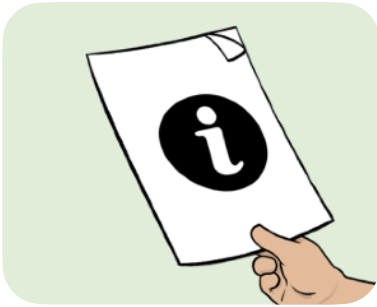


- Shared the ways that staff can learn about safeguarding every 3 months.



- Shared a short online course about what the Safeguarding Adults Board is and what we do.

This year the group has also:



- Shared information about the difference between keeping people safe and safeguarding.



- Held 8 information sessions for staff about what the Safeguarding Adults Board does.



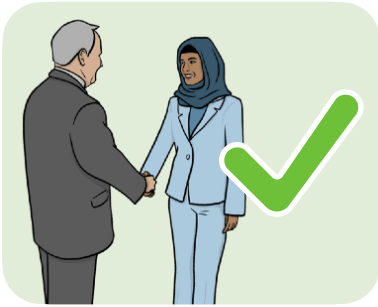
- Asked staff what they understood about the Safeguarding Adults Board after the sessions.

Multi-Agency Risk Management Subgroup



This group gives information to staff who help adults with care needs.

This year, the group has:



- Helped different organisations to work together.



- Supported adults in care to be safe.



- Made sure that the right professionals were supporting adults who needed care to be kept safe.

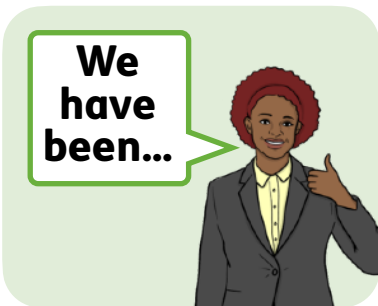
Chairs Subgroup



A **Chair** is the person who is in charge of a Subgroup.



The Chairs from each of the Subgroups are part of the Chairs Subgroup.



The group meets to:

- Share information about what their Subgroup has been doing.



- Get ready to share information at the Safeguarding Adults Board meeting.

Other things we have done

Working with groups of people who use services



When we wrote our 2022 to 2023 Easy Read Annual Report, we worked with a group at Burnside Day Centre.



They told us about getting information online and how we could improve our information.



This helped us to make our report more useful for adults who use services.

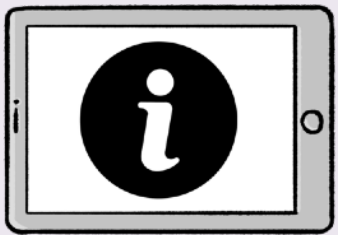
Safeguarding Adults Week



In November 2023 we joined the Ann Craft Trust Safeguarding Adults Week.



During the week we sent out email newsletters to staff every day about safeguarding.



The emails told staff about:

- Information from experts.
- Ways that staff could learn more.



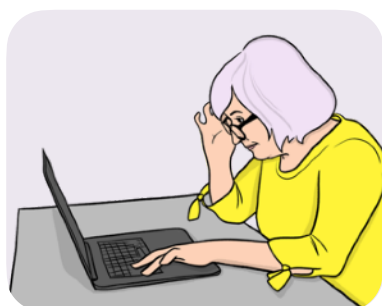
Sussex Safeguarding Adults Policy and Procedures website



Policy and Procedures are the ways that an organisation works.



We helped to set up a new website.

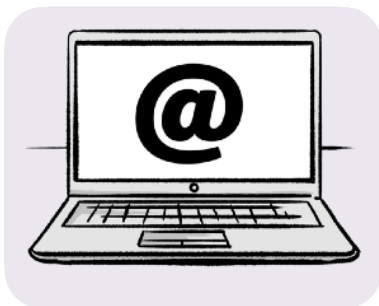


The website will help staff to find the information they need about safeguarding more easily.

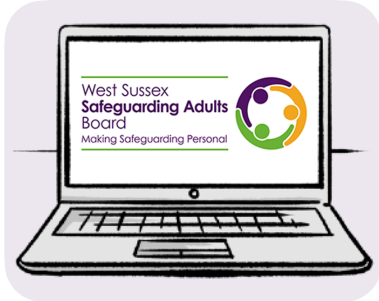
Sharing our cartoons



In December we shared our cartoon videos about safeguarding.



We shared these videos in our email newsletters and updates.

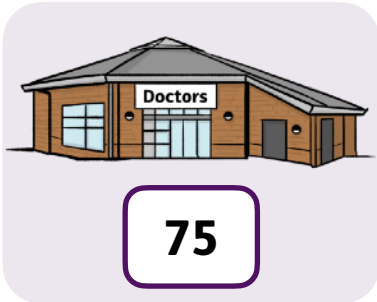


You can watch the cartoon videos on our website:

www.westsussexsab.org.uk/what-is-safeguarding/animations

Leaflets and posters

We have shared leaflets and posters about safeguarding adults with:



- 75 doctor's surgeries in West Sussex.



- 320 care providers in West Sussex.

What we did to make safeguarding better

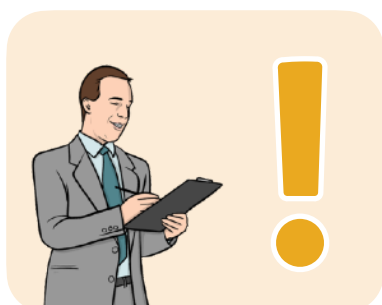


We are always looking for ways to make safeguarding better for the people who live in West Sussex.



We did this by:

- Starting our meetings by looking at an example of when safeguarding was needed.
- Looking at any risks that might affect safeguarding services in West Sussex.
- Hearing about how different organisations in West Sussex are doing safeguarding.
- Having face-to-face Board meetings for the first time since Covid-19.



Safeguarding Adults Reviews



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



We do not use Safeguarding Adult Reviews to find out who is to blame.



We use Safeguarding Adult Reviews to learn how we can do better if the same thing happens in the future.

We think about doing a Safeguarding Adult Review if:



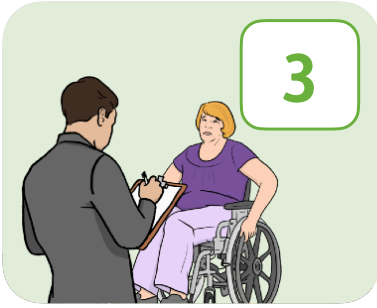
- An adult has died and we think that abuse or neglect was part of the reason they died.



- 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 have finished Safeguarding Adult Reviews about 3 people.

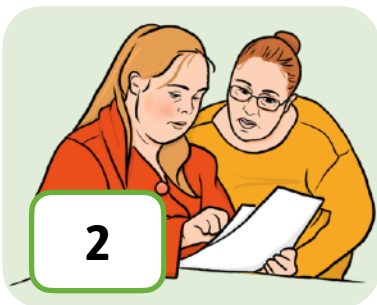


We were told about all 3 of these people before April 2023.



They all included concerns about neglect or not getting the care they needed.

The concerns were about:



- A support service in the local area for 2 of the adults.



- A care home for 1 of the adults.

What we learned from these Safeguarding Adult Reviews



In all of the Safeguarding Adult Reviews there were some important things for us to learn.



We learned that organisations we work with need to improve:

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



- How we can show that we made the right decisions.



- How we work with self-neglect.

We also learned that organisations we work with need to improve:



- How we listen to carers and families.



- How we decide if someone can make decisions for themselves.



- Care and support staff being in charge of managing risks.



- Giving staff training on risks.

We also learned that organisations we work with need to improve:



- Giving staff training on:
 - Safeguarding adults.



- Deciding if someone can make decisions for themselves.



- Autism.



- How we care for people's mental health and bodily health together.



- How we do Mental Health Act checks.

After we finish the Reviews



We share all of the information we learn in the Safeguarding Adults Review.



We have a meeting with different organisations to agree a plan on how to improve safeguarding.



The Board checks that this plan is being followed by the organisations that agree to the plan.



After 6 months we check to see if staff in the organisations have learned from the Review.

Our priorities for next year



We have 2 priorities for next year.

They are:



1. Safeguarding people from self-neglect.

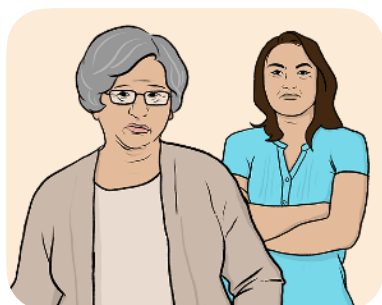


2. Supporting organisations to work together.

How to tell us if you are concerned about someone's safety



Please tell West Sussex County Council if you or someone you know:



- Has care and support needs, and

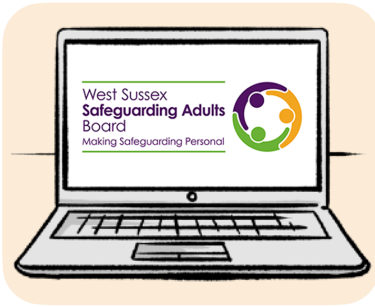


- Is being abused or neglected, or you think they might be.



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

Otherwise, you can tell West Sussex County Council 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

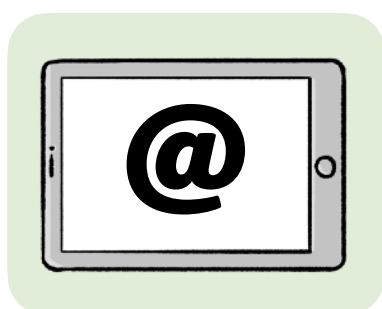


You can look at our website here:
www.westsussexsab.org.uk

If you need more information please
contact us by:



- Phone: 03302 227 952



- Email:
safeguardingadultsboard@westsussex.gov.uk

This Easy Read booklet was produced by easy-read-online.co.uk