

## DURING THE CASE CONFERENCE

Everyone will introduce themselves so that everyone knows each other. Then the Chairperson will remind everyone that the meeting is confidential and why it is being held. The Chairperson will also ask everybody to contribute. This will include talking about facts and how they feel about the situation.

A plan will be agreed to support and protect you from further harm. The minute taker will write down what is said and what people have to do to make the Plan work.

## AFTER THE CASE CONFERENCE

The minutes will be sent to everyone who was at the meeting. These will include what is said and the Support and Protection Plan agreed at the Case Conference. This helps everyone involved with you to know what is being done to support and protect you from further harm. Your lead worker will meet with you after the meeting to talk about how the meeting went and to go through the minutes and the Plan with you. There may be another meeting in the future to make sure that the Support and Protection Plan is working to help you stay safe and well.

# ACT AGAINST HARM

Speak to:

**SOCIAL WORK**  
92 St Olaf Street  
Lerwick  
Tel: 01595 744400  
9am - 5pm weekdays  
at all other times tel: 01595 695611

**THE POLICE**  
Lerwick Police Station  
Market Street  
Lerwick  
Tel: 01595 692110  
in an emergency call 999

**ADVOCACY SHETLAND**  
Market House  
14 Market Street  
Lerwick  
Tel: 01595 743929 or 743930

More info at:

[www.shetland.gov.uk/socialwork/AdultProtection.asp](http://www.shetland.gov.uk/socialwork/AdultProtection.asp)

SHETLAND **ADULT SUPPORT + PROTECTION**

ACT AGAINST HARM

SHETLAND **ADULT SUPPORT + PROTECTION**

ACT AGAINST HARM

## Understanding Case Conferences



Act | Talk  
against | about  
harm | harm

## THIS LEAFLET

This leaflet is to help you understand about Adult Protection Case Conferences, why they are held, what happens during and after them. It may help answer some questions you have before attending a Case Conference. If you would like this leaflet explained to you, please ask your lead worker.

## WHAT IS A CASE CONFERENCE?

It is a confidential meeting about any adult who may be at risk of harm. If a Case Conference is being held for you, it is because others are worried about your welfare and safety. You can attend the Case Conference to put across your views about whether you feel you are being harmed. You may agree or disagree with what others are saying and it is very important that you have a chance to have your say and be heard. It is your life and your point of view is important.

## DO I HAVE TO ATTEND?

You may or may not want to attend the Case Conference. Either way, this is your right and will be fully respected. Here are some options:

You could ask for a supportive person to attend with you.

You could ask the Chairperson of the meeting to meet with you alone before the Case Conference so that you can tell them your views and wishes and they can speak for you.

You could ask for an 'independent advocate' to attend the meeting with you. This is a person who is specially trained to help people put across their views, wishes and feelings. The advocate will help and support you to speak for yourself at the Case Conference.

## WHO WILL BE THERE?

The Chairperson of the meeting is usually a manager from Social Work. They will make sure that everyone has a chance to speak for themselves and to be heard. Your lead worker and anyone else involved with your care will be invited. Doctors, nurses, police officers or other professionals could also be invited. Your family may also be invited. The only people who will attend, are people involved with you who are concerned that you are being harmed, and who want to support you.

## WHO WILL BE THERE? CONT....

There will also be someone from Social Work taking a 'minute' at the Case Conference they write down what everyone says so that there is a written record.

