



VULNERABLE ADULTS MULTI AGENCY RISK ASSESSMENT PANEL (VAMA)

Terms of Reference

1. Purpose of the Panel

- 1.1 To consider high risk, complex cases where the initial Safeguarding Adult Procedure, and its associated policies, have been unable to reduce or alleviate the risk(s).
- 1.2 To provide a clear and comprehensive review of multi-agency risk assessment and management plans; the panel will discuss the referrals and agree a risk mitigation plan. A lead organisation will be assigned to coordinate multi agency work and to report back on progress.
- 1.3 To focus on cases where people self-neglect, hoarding or display behaviours pose a risk to themselves and others and where all the usual channels have been exhausted.

2. Objectives

- 2.1 To promote the independence, well-being, health and dignity of adults at risk.
- 2.2 To prevent abuse and exploitation by early multi-agency intervention.
- 2.3 To bring the powers to bear of all relevant partners, sometimes in circumstances where a response may not normally be triggered.
- 2.4 To manage, reduce or remove risk by sharing responsibility and maximising a co-ordinated multi agency approach.
- 2.5 To adhere to the Safeguarding principles adopted by the Safeguarding Adults Board:
 - **Empowerment:** Adults are encouraged to make their own decisions and are provided with support and information.
 - **Protection:** Adults are offered ways to protect themselves, and there is a co-ordinated response to adult safeguarding.
 - **Prevention:** Strategies are developed to prevent abuse and neglect that promotes resilience and self-determination.
 - **Proportionate:** A proportionate and least intrusive response is made, which is balanced with the level of risk.
 - **Partnerships:** Local solutions through services working together within their communities.

- **Accountability:** Accountability and transparency in delivering a safeguarding response.

3. Membership

Agency	Members job role
Richmond and Wandsworth Councils Adult social Services department	Head of professional standards and Adult Safeguarding
	Safeguarding Adults Service Manager
	LD Service Manager
	Teddington & Twickenham Team Service Manager
	Richmond & Barnes Team Service Manager
	Richmond Integrated Recovery Service Manager
	Richmond Mental Health Social Work Team Service Manager
Metropolitan Police	DCI with Safer Neighbourhood Team Mental Health Liaison Officer
HRCH	Community Matron
London Fire Brigade	Borough Commander
Environmental Health (in Private Sector Housing)	Environmental Health Officer
Richmond Housing Partnership	Customer Support Manager Retirement Housing Manager
Community Safety Team	Community Safety Officer
Richmond Wellbeing Services	Consultant Psychologist
Your Health Care	Safeguarding Lead
South West London St Georges Mental Health Trust	Team Manager, Kingston and Richmond Assessment Team

If senior representative is unable to attend they must send an appropriate replacement who is able to fully contribute to the discussions had.

The following agencies and professionals may be invited to attend the Panel, if they are involved in a particular case and can provide contributions to cases.

- Achieving for Children
- CQC
- Probation Services
- Housing Trusts' in the Borough; Paragon/Richmond Churches, London and Quadrant, Thames Valley Housing.
- London Ambulance Service Richmond CCG (LiveWell Richmond)

4. Members responsibilities:

4.1 All panel members are responsible for:

- Attending each meeting or ensuring that a well-briefed deputy is in attendance.
- Committing their agency to actions and arranging for these to be carried through post-panel.
- Referring cases to the panel and making colleagues in their organisation aware of the panel referral process and.
- Bringing to the panel any information, involvement, actions or case work carried out with an adult; including relevant information from an allocated professional working directly with the person referred (if applicable).
- Oversee completion of agreed actions prior to the next meeting.

5. Referral process

5.1 Any partner can make a referral to the panel of situations which have already been considered within partner agencies risk assessment processes and there remains a significant risk.

5.2 All referrals should be made on the referral form –see appendix 1 and emailed to safeguardingadults@richmondandwandsworth.gov.uk

5.3 Where possible, referrals will need to be received at least ten working days before panel sits. Deadline for referrals is 5 working days prior to the day of the panel meeting to allow Safeguarding Adults Coordinators to screen the referral and accept or decline the referral.

5.4 All referrals will be reviewed by the Safeguarding Adults Coordinator to ensure it meets the criteria for the panel and that there is sufficient information on the referral form to enable partners to adequately prepare for the meeting.

6. Meeting form

6.1 The panel will consider any referral made on the prescribed referral form.

6.2 The referring person or agency will be invited to attend the meeting to present their referral and be involved in the case discussion.

7. Meeting Administration and frequency

7.1 The panel will be chaired by a Head of Professional Standards and Adult Safeguarding, Richmond and Wandsworth councils.

7.2 The Richmond and Wandsworth Adult Social Services Safeguarding Team will be responsible for arranging meeting bookings and circulation of minutes and agendas.

7.3 The panel will meet regularly on a monthly basis or at least 8 times a year.

7.4 With the agreement of the chair it will be possible to convene special meetings for considering an urgent case.

8. Governance

8.1 The Panel will be accountable to the Richmond and Wandsworth care governance group.

8.2 The panel will provide the Richmond and Wandsworth Safeguarding Adults Team regular updates on activities of the partnership to the board. The chair person is responsible for preparing these reports.

9. Review

9.1 These terms of reference were agreed in September 2018 and reviewed in October 2018. The next review will be in October 2019.

Appendix 1

VULNERABLE ADULTS MULTI AGENCY RISK ASSESSMENT PANEL (VAMA)
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Submission

Please email your referral securely to:

Name	Safeguarding Adults Team
Email	safeguardingadults@richmondandwandsworth.gov.uk
Phone	0208 871 5855

Referrer Details

Name (of person making a referral):	
Name of your Agency	
Position:	
Your email:	
Your telephone number:	

Details of Person being referred

Name	
Address	
Date of Birth	
GP	
MOSAIC Number	

Reason for referral

Briefly outline the reasons for your referral – include details of all actions and concerns undertaken by your agency or which you know about taken by other agencies

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Summary of key risks – mark all that apply

Refusing to engage with support	
Self-neglect	
Hoarding	
Fire	
Eviction /homelessness	
Unsafe environment	
Risk of harm to others	
Rick to children living with the person	
Other specify below	

Details of other risk

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Outline help you are expecting from VAMA

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SA Team screening decision *(not to be completed by social worker)*

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