

Community Adult Support Panel (CASP)

Terms of Reference

1. Purpose

The purpose of the CASP Meeting is to provide a formal multi-agency forum to scrutinise, manage, and mitigate ongoing high levels of risk where risks remain significant despite intervention, statutory safeguarding thresholds are not met or have not reduced risk, and single-agency working is insufficient.

2. Scope

The meeting considers adults aged 18 and over who are at risk of serious harm or death, are experiencing self-neglect, exploitation, repeat crisis, disengagement from services, or where there are high levels of professional concern. The meeting does not replace statutory safeguarding enquiries, Multi-Agency Risk Assessment Conference (MARAC), Jersey Multi-Agency Public Protection Arrangements (JMAPP), Multi-Organisational Risk in the Clinical Environment (MORCE) meetings or clinical Multi-Disciplinary Teams (MDTs). The meeting is expected to be an escalation form when MDTs have taken place, but risks remain.

3. Objectives

- Share relevant information
- Establish and record mental capacity
- Agree a shared multi-agency risk assessment
- Develop a coordinated risk management plan
- Allocate actions and accountable leads, *and*
- Escalate unresolved risks through appropriate governance routes.

4. Membership

Membership is role-based and includes all partners / all agencies with a stake hold in safeguarding adults.

Attendees must hold sufficient seniority and authority to make and commit to decisions.

5. Chairing

The meeting will be chaired by a senior manager in the organisation who would hold organisational responsibility for the case worker who wishes to escalate the concerns. Minutes will be taken in line with the [Government of Jersey AI](#) minutes taking guidance.

Chairs are expected to complete this short data collection questionnaire for every meeting chaired <https://survey.gov.je/s/CASPMMeeting/>.

6. Information Sharing

Information sharing will be lawful, proportionate, and necessary, in line with the multi-agency Safeguarding adult policy 2014, Capacity and self-determination (Jersey) 2016 Human Rights Act 1998, and Data Protection (Jersey) Law 2018.

7. Frequency

Meetings are convened as required based on assessed risk. Review meetings are typically held within four to eight weeks.

8. Accountability and Reporting

Outcomes and learning will be reported to the Quality Assurance Adults subgroup with regular reporting (or escalation when required) to the Professional Leads group.

9. Review of Terms of Reference

These Terms of Reference will be reviewed annually or following significant learning events.

Date Tor Agreed: July 2026