



Safeguarding Partnership Jersey

Community Adult Support Panel (CASP)

Terms of Reference

[Appendix 1: CASP Referral Form](#)

[Appendix 2: CASP Agenda Template](#)

[Appendix 3: CASP Meeting Template](#)

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/CASPMeeeting/>.

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, reviewed in August 2026

COMMUNITY ADULT SUPPORT PANEL (CASP)

What is the Community Adult Support Panel (CASP)?

The Community Adult Support Panel (CASP) is a meeting where information is shared on high risk/complex cases between representatives of services from the statutory and voluntary sectors.

Core attendees to the meeting will attend each meeting and other agencies will be invited as required. All representatives should have delegated authority to direct services/practitioners and deploy necessary resources.

The main focus of the CASP is an escalation pathway to manage the risk to the individual, but in doing so it will also consider other persons affected and manage the behaviour of any person alleged to have caused harm. The panel will aim to devise a robust multi-agency risk assessment and contingency plan and work to involve the individual and their family/carers with the risk management plan. If there is currently no allocated case manager then the chair of the panel has the responsibility to appoint a case manager if this is required.

The CASP is not an agency and does not have a case management function. The governance of CASP lies with each individual agency and escalation would be via each agency line management structure. The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the CASP.

CASP will collate appropriate anonymised reporting data and report quarterly to the Safeguarding Partnership Jersey.

Who should be referred?

An adult at risk should be referred to the CASP if they are vulnerable or at risk to either themselves or others. The case must present with high level risks that still cannot be sufficiently mitigated, referred or managed under any other panel. The case may be complex or involve a multi-agency approach. CASP does not consider high risk cases where the nature of the risk relates to other areas of work that may be addressed at other forums, eg JMAPPA and MARAC.

Any case referred must have been subject to a multi-agency meeting prior to being referred to CASP.

Some examples of cases that may need to be considered would be:

- Recurrent non-engagement issues
- Self neglect and hoarding
- Complex domestic violence cases and especially where someone has recognised care and support needs
- Complex family cases
- Complex mental health cases such as frequent attenders
- Frequent attenders at the Emergency Department
- Those with Significant Alcohol or Drug issues that they are struggling to manage their addiction.

Referral Form below

Case manager/lead contact	
Telephone / Email	
Date escalated to CASP	

Appendix 2: CASP Agenda Template

CASP Review Meeting Agenda

Recording

The meeting will be recorded to support the minute taker. The recording will be kept until the final minutes are sent out and will then be deleted by the Safeguarding Adults Team.

Statement of Confidentiality

All information discussed in this meeting is confidential. Organisations and individuals will aim to maintain the balance between the need for confidentiality and the sharing of information necessary to safeguard adults at risk.

Information will only be shared on a 'need to know' basis when it is needed to safeguard the adult at risk. Informed consent will be obtained, wherever and whenever possible. If it is not possible and other adults are at risk and/or a crime has been committed, it may then be necessary to override this.

In certain circumstances it may also be necessary to make information from the meeting available to other professionals involved in the welfare of adults at risk by agreement of the Chair.

Equal Opportunities Statement

All participants in all CASP meetings must treat each other with respect and that sensitivity to aspects of difference such as gender, disability, cultural, ethnicity and religious background. Any comments that contribute to discrimination are not acceptable.

1.	Welcome, introductions and apologies; to include Confidentiality and Equal Opportunity statements. Chair to ensure they have turned on recording.
2.	Feedback from the actions from the last meeting.
3.	Views and wishes/outcomes of the adult at risk.
4.	MDT discussion and chair to summarise the key points and current risks.
5.	Are there any factors in the person's situation which provide safety? How do we know these factors have made the person safer?
6.	What further actions are needed and how will the actions be reviewed?
7.	Is the current lead agency the most appropriate agency to continue? If not, state which agency will lead the case, if required.
8.	If the person at risk is not present at the meeting, what is the plan to discuss the outcome of the meeting with them?
9.	Any other matters (including disagreements)?

10.	CASP Action Plan including any plans for review.
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Community Adult Support Panel (CASP)

CASP Meeting Record

Full Name of Adult at Risk:		URN:		D.O.B	
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Date of Meeting		Type of Meeting	
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Chair to undertake introductions, apologies and refer everyone to the Confidentiality and Equal Opportunities statements that will have been sent out with the invite.

Statement of Confidentiality

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Person's carer(s)/advocate and professionals/agencies attending the meeting				
Name	Initials	Role/Agency	Invited	Attended/Apologies
		Senior Safeguarding Lead - Safeguarding Adults Team (Chair)		

		Business Support Officer (Minutes)		
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1	Welcome, introductions and apologies; to include Confidentiality and Equal Opportunity statements. Chair to ensure they have turned on recording.
	If the adult at risk is not present, please state why and who is representing them.

2	Referrer to outline relevant background/history of involvement with the adult at risk.

3	Views and wishes/outcomes of the adult at risk.

4	Chair to summarise the key points and risks.

5	Are there any factors in the person's situation which provide safety? How do we know these factors have made the person safer?

6	What further actions are needed and how will the actions be reviewed.

7	Is the current lead agency the most appropriate agency to continue? If not, state which agency will lead the case, if required.

8	If the person at risk is not present at the meeting, what is the plan to discuss the outcome of the meeting with them?

9	Any other matters (including disagreements)

10	CASP Action Plan including plans for review		
	Name/Agency	Action	Date to be completed by