



Vulnerable Adult Risk Management Meeting - Crib Sheet to assist VARM Chairs

Pre meeting checklist:

- Has the adult been informed of the meeting?
- Has the 'VARM-What to expect' leaflet been shared with the adult/advocate, if appropriate?
- Have arrangements been made for the adult to attend the meeting?
- Has the adult been asked if he/she wants a family member/friend/advocate to support him/her at the meeting?
- Are any special requirements needed for the meeting? (Please specify)

- What does the adult want as an outcome of the meeting: this may be recorded on the 'What to expect' leaflet.

- If an advocate is attending on the adult's behalf, verify with the adult that the appointed advocate is attending with consent, having regard to confidential information.
- What steps have been made to verify 'capacity'?*

*N.B. If capacity is assumed, ensure group discussions re matters of capacity are undertaken prior to the adult entering the meeting.

- Verify that more than one attending agency AGREE that there is a risk of SERIOUS HARM OR DEATH.

*N.B. A short pre-meeting without the adult may be appropriate in some circumstances but justification for this should be recorded

Chair to have advance details of the advocate who is attending the meeting

Does the adult have any significant vulnerabilities / risks to adults or children? What action, if required, is to be taken?

VARM meeting checklist:

Prior to introductions, set out the rules of the meeting:

- Confidentiality and information sharing and retention. Offer assurance to the adult that the matters raised will be appropriately controlled.
- Points of contention between agencies should be discussed respectfully: significant points of contention should be discussed outside the VARM, particularly if the adult is in attendance.
- Housekeeping: explain the location of WC's and the option to take comfort break, specifically for the adult.
- Offer the adult refreshment: hot drinks should be avoided if conflict is likely.
- Consider the seating arrangement of the meeting room, attempt to create an environment less formal and to put the adult at ease. Consider the location of the door
- On commencement of the meeting the chair should, as far as possible, explain to the adult why the meeting has been called and the desired outcomes.
- Verify whether the adult has any special requirements, sensory or language needs/ interpretation.
- Avoid complex language, acronyms/metronomes: if used during the meeting take time and offer explanation to the adult.
- Timescale agreed for distribution of minutes.

Remember to keep the adult centre to the meeting and actions. Ask the adult what they want as an outcome of the meeting. Use clear language.

This is a formal meeting and chaired on behalf of Derbyshire Safeguarding Adult Board. All information shared today is confidential and must not be shared outside of this meeting without the agreement of the VARM Chair.