

## You have a duty to:

Report the facts and the circumstances to Social Work Service where you know or believe that a person is an adult at risk and that action needs to be taken to protect that person from harm.

(Section 5, ASPA)

Social Work Service has a duty to inquire where it knows or believes that an adult is at risk of harm and that there may be a need to intervene in order to protect the person's wellbeing, property or financial affairs.

(Section 4, ASPA)

Co-operate with Social Work, where this co-operation is likely to assist them in their inquiries.

(Section 5, ASPA)



Fife Adult Protection

[www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)



## Our Vision

All adults should feel safe, supported and protected from harm.

## Our Values and Aims

Where the individual is an adult at risk of harm they will be appropriately supported and protected to reduce the risk of harm continuing, while empowering the individual to achieve the lifestyle they wish.

We will raise awareness of adult protection issues to a level where Fife communities recognise and respond to their collective and individual responsibilities to raise concerns about adults at risk.

For more information visit:

[www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)



If in doubt  
share



# Information Sharing

Practitioner &  
Manager Guide

**Staff should not hesitate to share personal information in order to prevent harm. If there are concerns relating to child or adult protection issues, the relevant organisational procedures must be followed.**

Fife Adult Protection

[www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)



This Information Sharing Guide covers the exchange of information between:

- Fife Council
- Police Scotland P Division
- NHS Fife
- Scottish Fire and Rescue Service (Fife)
- and agencies with contracts with Fife Council or NHS Fife to provide care and support services.

# If in doubt share



## Legal context

- Data Protection Act 1998
- Human Rights Act 1998
- Adult Support and Protection Act (Scotland) 2007
- Adults with Incapacity (Scotland) Act 2000

## Useful Reference Documents

- Adult Support and Protection (Scotland) Act 2007 (ASPA)
- Scottish Accord on the Sharing of Personal Information
- Adult Protection Committee Information Sharing Protocol
- Fife Adult Protection Guidance

Links to these documents can be found at [www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)

## What you must share

- Incidents involving adults at risk
- Concerns regarding any aspect of the care and wellbeing of adults at risk
- Relevant financial details / information
- Relevant medical or health information

## Who must you share information about?

Adults aged 16 or over, who

- Are unable to safeguard their own wellbeing, property, rights or other interests,
- Are at risk of harm, and
- Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults not so affected.

## Consent and capacity

Consent is not required to report harm as there is a statutory duty to inform the Social Work Service of any adult known or believed to be an adult at risk.

Once it is established that the adult is an adult at risk and there is a need to intervene to safeguard the adult from harm it is important to share concerns and proposed interventions with the adult to agree how to proceed, taking account of the principles in the ASPA.

Whenever dealing with issues of capacity to consent, local rules and procedures should be followed and these must be compatible with the Adults with Incapacity (Scotland) Act 2000 and its associated guidance.