

FOI 3608

3rd March 2026**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

I would like a copy of the following information.

1. Full suite of adult protection documentation currently in operation in your organisation- All APP forms and policy and procedures?

Response:

The Southern Trust adheres to the regional Adult Safeguarding: Prevention and Protection in Partnership policy and protocols. (Dept of Health, Dept of Justice July 2015).

ENCOMPASS was implemented in SHSCT on 8th May 2025. The revised regional suite of APP documentation went live on the system on this date following approval by the Interim Adult Protection Board and the Office of Social Services.

Please see policies attached.

NB the SHSCT Adult Safeguarding Policy has been reviewed and is pending approval in February 2026.

2. The NI Adult Safeguarding Operational Procedures were implemented in September 2016. The procedures included the suite of adult protection documentation to be used. These are APP forms 1-9. Confirm the official date that your organisation started using the APP forms in full?

Response:

Following communication from the Northern Ireland Adult Safeguarding Partnership on 7th September 2016, the SHSCT progressed with implementation of the new procedures achieving compliance with full implementation on 1st April 2017 when the documentation went live.

3. How many APP1 referral forms completed in 2020-2025?

Response:

<i>Financial Yr</i>	<i>ALERTS/REFERRALS</i>
2020/21	681

2021/22	677
2022/23	1016
2023/24	1112
2024/25	891

4. How many APP1 referral forms at question 3 were screened into adult safeguarding investigation?

Response:

Financial Yr	SCREENED IN
2020/21	307
2021/22	316
2022/23	446
2023/24	422
2024/25	291

5. For all the adult safeguarding investigations that took place at Question 4, how many of the allegations were substantiated?

Response:

The Southern Trust does not use the term substantiated when assessing investigation outcomes.

The outcomes of the investigations are not centrally held. In order for us to obtain this information a search of individual case files would have to be undertaken. The cost of locating and retrieving the information exceeds the "appropriate limit" as stated in the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. It would exceed the £450 fee limit and is therefore cost prohibitive.

Furthermore, under Section 16 of the Freedom of Information Act, we can advise that it would require an extensive manual review of individual files to ascertain if information relevant to your request is held. As such, we advise that there is no way to refine this request to bring it within the appropriate limit.

6. Does the adult safeguarding investigation report have a section that details if the allegation was substantiated or not substantiated?

Response:

The Southern Trust does not use the term substantiated when assessing investigation outcomes.

The template for the adult protection investigation report is attached at Question 1 and this will document the outcomes of the investigation.

7. Page 61 of the NI Adult Safeguarding Procedures states that adult at need of protection and their family where appropriate should receive a copy of the draft

APP7 investigation report and the protection plan before the stage 4 case conference. How does this work in practice?

Response:

Each adult protection investigation is progressed individually and therefore there are a range of approaches used by investigating officers to share the draft findings of the adult protection investigation. This is discussed with the adult and or their family and an approach agreed. Draft findings are shared verbally, either in person, by telephone or by MS Teams/Zoom as per family preference. The draft copy is offered for further consideration and comment.

Where the adult and/or their family as appropriate wish to have a copy of the report either an electronic or hard copy is provided.

8. How many APP1 have been submitted from 2020 to 2025 where the selected category of abuse was institutional abuse?

Response:

<i>Financial Yr</i>	<i>Category of Abuse - Institutional Abuse</i>
2020/21	7
2021/22	19
2022/23	10
2023/24	42
2024/25	8

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