

5 December 2025

## **Adult Safeguarding Minutes & Training Resources**

I am submitting this request under the Freedom of Information Act 2000.

### **1. Adult Safeguarding Meetings**

Please provide copies of the minutes of all Adult Safeguarding meetings held since 1 January 2025 that were chaired or co-chaired by staff at Agenda for Change Band 8C or above.

For each meeting, please include:

- The date of the meeting
- The title/name of the meeting
- The minutes/notes of the meeting

I do not require minutes from any case-specific safeguarding meetings.

If any service users, personal data, or identifiable case details are referenced within the minutes, I understand these will be redacted in line with data protection obligations, and I would request that redacted versions are provided rather than withheld in full.

To gather the information requested above would require considerably more than 18 hours work.

Belfast Trust considers that the cost of retrieving the information would be above the 'Appropriate Limit', as defined by the Freedom of Information Act under Section 12. Section 12 of the Freedom of Information Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit. The limit has been specified as £450 for public authorities such as Belfast Trust. This represents the cost of one or more persons spending 18 hours in determining whether we hold the information, locating, retrieving and extracting this information.

### **2. Adult Safeguarding Training Resources**

Please provide copies of all training materials currently provided to staff in relation to Adult Safeguarding training levels. Information around awareness is not required at this point. This should include (where available):

- Handouts
- Presentation slides
- Guidance documents
- Any associated reference or support materials

For each training resource, please specify which staff training level it relates to (e.g., Level 1, Level 2, Level 3, or equivalent).

5 December 2025

Resources used for training purposes in relation to Support Services staff: see Attachment 1 – The Role of Staff in PCSS in Safeguarding Children and Adults.

Also find attached in zipped file, training slides for training levels as outlined below:

- Adult Safeguarding – Level 2: Awareness Raising, Recognising and Responding
- Adult Safeguarding – Level 2: Awareness Raising, Recognising and Responding REFRESHER
- Adult Safeguarding – Level 3: Line Manager Training
- Adult Safeguarding – Level 4: Investigating Officer (IO)
- Adult Safeguarding – Level 5: Designated Adult Protection Office (DAPO)
- Adult Safeguarding – Level 6: Joint Protocol and Pre-Interview Assessment (PIA)

In addition, zipped file contains case studies and learning materials for levels:

- Adult Safeguarding – Level 3: Line Manager Training
  - o 2025 Level 3 Case Studies (childrens)
  - o 2025 Level 3 Case Studies (ACOPS)
  - o 2025 Level 3 Case Studies (mixed generic)
  - o 2025 Level 3 Case Studies (nurses)
- Adult Safeguarding – Level 4: Investigating Officer (IO)
  - o 2025 Level 4 IO Investigation Anna Case Study
  - o 2025 Level 4 Investigation Sally Case Study
  - o 2025 Level 4 Protection Plan Case Studies
  - o 2025 Level 4 Sally Learning Slides
  - o Level 4 Nora answer slides
  - o Level 4 Nora case study IO
- Adult Safeguarding – Level 5: Designated Adult Protection Office (DAPO)
  - o 2025 Level 5 DAPO Investigation Anna Case Study
  - o 2025 Level 5 Investigation Sally Case Study
  - o 2025 Level 5 Sally Learning Slides
  - o 2025 Level 5 Threshold and Protection Plan Case Studies

PSNI retain ownership of training materials for Adult Safeguarding – Level 7: Achieving Best Evidence (ABE). Belfast Trust does not have a copy of these.

**NOTE: ZIPPED ATTACHMENTS AVAILABLE ON REQUEST AS THESE ARE TOO LARGE TO UPLOAD TO DISCLOSURE LOG**