

20 May 2026

## **Adult Safeguarding documentation and procedures (links to 36157)**

**Thank you for your response to my Freedom of Information request regarding adult safeguarding documentation and procedures.**

**I would be grateful if you could clarify the following points arising from your response:**

**1. In Question 1, I asked for the full suite of adult protection documentation currently in operation, including all APP forms and policy/procedures.**

**You provided APP1-APP7.**

**Which form is completed when the adult protection process is fully completed?**

The APP7 is the closure / transfer record form, which is completed at the conclusion of an Adult Protection Investigation.

**2. In Question 2, I asked for the official date your organisation started using the APP forms in full.**

**Please confirm the exact official date of full implementation of the APP suite (Released for use in September 2016) within your Trust, rather than the year only if a full date is available.**

The Belfast Health & Social Care Trust (BHSC) adult safeguarding teams implemented the APP1-9 suite of forms from 29 June 2022 when this documentation went live on the IT system PARIS. Prior to this, BHSC used the ASP forms.

**3. Please also clarify whether your response to Question 2 refers to:**

- implementation of APP1–7 only, or**
- implementation of the full (September 2016 ) APP1–9 suite.**

**Question 2 was covering both suite of forms as described:**

BHSC adult safeguarding teams implemented the APP1-9 suite of forms from 29 June 2022 when this documentation went live on the IT system PARIS. Prior to this, the BHSC used the ASP forms.

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The APP7 form however was implemented in 2018 within the Adult Protection Gateway Team.

Since encompass go live in June 2024 the APP suite of forms has been further revised in April 2025 - as contained within previous response.

**4- A copy of all emails and letters sent to Department of Health or any other organisation to inform them that you were unable to implement the September 2016 Adult Protection APP1-APP9 suite of forms.**

Following reasonable and proportionate searches, BHSCT has determined that it does not hold recorded information within the scope of your request.

Under Section 1(1)(a) of the Freedom of Information Act 2000, a public authority is required to confirm whether it holds the requested information. In this case, BHSCT can confirm that no relevant recorded information is held in relation to correspondence sent to the Department of Health or any other organisation regarding the inability to implement the September 2016 Adult Protection APP1–APP9 suite of forms.

**5- If your organisation did not use the APP1-APP9 suite of forms from September 2016, how did you implement the six stages of the NI Adult Safeguarding Operational Procedures?**

**I would be grateful for a response in writing.**

Since September 2016, BHSCT was practicing in line with the 2016 policy. This work, in line with this policy, was recorded on ASP suite of forms until 29 June 2022. The ASP forms enabled staff to record in line with the six stages of the NI Adult Safeguarding Operational procedures.