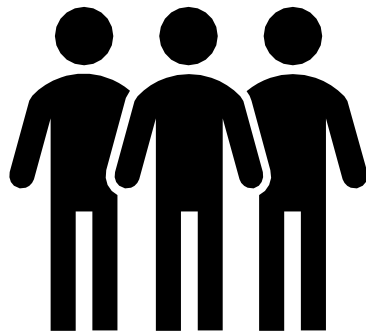


# VARM

Vulnerable Adult Risk Management



## What to Expect

Working with you to keep you safe

VARM Process Appendix 2

**You are invited to attend a  
Vulnerable Adult Risk Management (VARM) meeting:**

<b>On (date):</b>	
<b>At (time):</b>	
<b>The meeting will be held at (venue):</b>	

**What is VARM:**

VARM stands for 'Vulnerable Adults Risk Management'. However, not all people invited to a VARM meeting can be described as vulnerable.

The VARM process has been set up by local agencies including Wigan Council, Adult Care, the police, fire and rescue service, housing services and other local organisations so they can work together to help keep people safe. These agencies have a legal responsibility to protect people (or groups of people) from harm.

The process helps agencies to identify people who may be a risk to themselves or to the public. The agencies then work together with the person to put a plan in place to minimise the risk going forward.

**Why have I been asked to come to a VARM meeting?**

You've been invited to come to the meeting because it is believed you are at risk. The meeting is to talk about the risks to yourself or others and decide what can be done to make things better.

The purpose of the meeting is to work with you and to help you make your circumstances safer.

We may hold the meeting, even if you choose not to take part, as permitted under common law that a person may act to prevent serious harm from occurring if there is a necessity to do so.

Do you consent to the VARM meeting taking place? [Yes / No](#)

**Which agency/agencies think I'm at risk?**

Write the names of the agency/agencies here:

**Why do they think I'm at risk?**

Write the risks here:

**If the risks detailed above are not addressed, what do the agencies believe could happen?**

Write the risks here:

**What do you think are your current risks and concerns?**

Write the risks here:

## What do you think your current level of risk is?

RISK SCALE			
	→ Severity		
	Minor	Moderate (requires medical intervention)	Serious / Fatal
↓ Likelihood			
Unlikely	1	2	3
Possible	2	3	4
Likely	3	4	5

Using the matrix above as a guide, what do you think is your current level of risk?  
 How likely is the risk? [Unlikely](#) / [Possible](#) / [Likely](#)  
 How serious is the risk? [Minor](#) / [Moderate](#) / [Serious or fatal](#)

## On a scale of 1-5, how supported do you currently feel to understand and manage your risks?

1. Not supported at all
2. Very little support
3. Moderate support
4. A lot of support
5. Massively supported

## On a scale of 1-5, what is the impact on your life / happiness due to your current risk?

1. No impact (it doesn't bother me at all)
2. Very little impact
3. Moderate impact
4. A big impact
5. A massive impact (it affects everything)

## If I've got questions about the meeting and VARM process, who shall I contact

There will be a VARM Chairperson who leads the meetings and the process. You can contact them to ask questions. Your VARM Chairperson is:

<b>Name:</b>	
<b>Contact details:</b>	

## Do I need to come to the meeting?

No. However, the agencies involved would very much like you to come to the meeting so you can tell them your views. They also want you to contribute to putting a plan together to reduce risks.

If you attend, every effort will be made to make you comfortable and relaxed at the meeting. You can also ask someone else to attend the meeting with you, or to represent you if you don't want to go yourself.

Would you like to attend the meeting? [Yes / No](#)

## What happens if I don't come to the meeting?

The meeting will still be held, and decisions will be made by the agencies involved. You will be kept informed throughout the process.

If you ask someone to represent you at the meeting, they will be asked to share your views on risks and contribute to the plan to keep you safe. You can also submit your views in advance of the meeting, for example by email.

Would you like someone to attend the meeting on your behalf? [Yes / No](#)

Would you like to submit your views in advance of the meeting? [Yes / No](#)

## Can I bring a family member, friend, or someone else I trust to the meeting?

Yes, you can bring someone to support you. If you don't have anyone to support you, but would like someone to come with you, please let us know.

Do you have someone who could attend with you or on your behalf? [Yes / No](#)  
[\[Please write the persons details here\]](#)

## I don't want to come to the meeting, but I'd like to have my say, is there ways I can do this?

Yes. You can write your views down in advance of the meeting; Page 7 of this leaflet has space for you to write your opinions about the risks detailed above and what you would like to happen to keep you safe. You can also write down anything else you would like to share.

If you have any issues attending the meeting, please let the VARM Chairperson know. This includes worries about getting to the meeting.

## Who will be at the meeting?

There will be a Chairperson (see page 4) who will lead the meeting. Professionals from various agencies will attend to discuss the concerns they have about your safety. **The agencies attending the meeting will be:**

[Write the names of the agency/agencies here](#)

You or the person representing you will have an opportunity to discuss your views and to ask questions.

At the end of the meeting a plan of action will be agreed, and tasks will be given to the professionals who attend.

## How long will the meeting take?

Write down here how long the meeting will take.

## Will my privacy be respected?

Protecting your personal information and privacy is very important. Some information about you will be shared between partner agencies as part of the VARM process, but it will be on strictly 'need to know' basis and will concern the risks that affect you or others. The purpose of sharing information is to help you get the support you need and/or protect you or others from harm.

Everyone who attends the VARM meeting, including anyone you ask to represent you, will be reminded at the beginning of the meeting that they must respect your privacy.

Sometimes part of the agreed VARM action plan may be to use the services of a third-party company, for example, a cleaning company or trader. If this is the case, your privacy will be respected, and the company will only be given information about you that they need to know to carry out the service they've been asked to provide.

## How will my information be kept safe?

Each agency involved in the VARM process has a legal obligation to protect information (data) about you and treat it as strictly confidential. The meeting records will be held and looked after by each agency in accordance with data protection laws.

If you have any concerns about how your information is being shared or stored as part of the VARM process, please contact the VARM Chairperson (see page 4).

## Your views

Please tell us your views in the box below to tell us:

- a) Your views on the risks that have been identified (see page 3)
- b) What you would like to happen in future to help you keep safe
- c) What you think local agencies can do to support you
- d) Anything else you think the agencies should know.

Write your views here

**You can tear this page off and send it back to:**

MAPPT (Multi agency protection and prevention Team),  
Wigan Life Centre (South site), College Avenue, Wigan WN1 1NJ



## Further information

This leaflet and the VARM process has been developed by Wigan Council Safeguarding Adults Board.

The Board is made up of a variety of partners working at Wigan Boroughs, including Wigan Council, Fire and Rescue Service, NHS services covering Wigan Boroughs and borough councils and voluntary sector organisations.

You can find out more about Wigan Safeguarding Adults board and the work they do at: [www.wigan.gov.uk](http://www.wigan.gov.uk)

Name/reference number of person (to be completed by professional)

[Write the name/reference number here.](#)

-This is the end of the form-

