

# VARM

Vulnerable Adult Risk Management



## What to Expect

Working with you to keep you safe

You are invited to attend a Vulnerable Adult Risk Management (VARM) Meeting on (date) .....  
at (time) .....

The meeting will be held at (venue)

.....  
.....  
.....

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 Milton Keynes Council (MKC) adult services and housing services, the police, fire and rescue service 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 help you to make your circumstances safer.

**Who are agency/ agencies that think I'm at risk?**

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

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

## **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:

Name:

.....

Contact details:

.....

.....

## **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 the 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.

## **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 the risks and contribute to the plan to keep you safe.

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

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

We may be able to arrange for a person who isn't employed by the agencies involved to support you. This is called an independent advocate.

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

Yes, the last page of this leaflet has space for you to write your opinions about the risks detailed above. You should also write down what you would like to happen in the future to keep you safe.

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 3) 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:**

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?**

## **What will happen after the meeting?**

You will be contacted either in writing or in person by a professional who attended the meeting, to explain the agreed action plan and when the actions will be carried out. You'll be given a copy of the action plan will be given where appropriate.

## **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 a 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 3).

# Your views

If you aren't planning to attend the meeting please use the box below to tell us:

1. Your views on the risks that have been identified (see page 2)
2. What you would like to happen in future to help you keep safe
3. What you think local agencies can do to support you
4. Anything else you think the agencies should know.

**You can tear this sheet off and send it back to  
in the stamped-addressed envelope we have  
supplied:**

### **Further information**

This leaflet and the VARM process has been developed by MK Together Management Board

The Board is made up of a variety of partners working in Milton Keynes, including Milton Keynes Council, Buckinghamshire Fire and Rescue Service, Thames Valley Police, NHS services covering Milton Keynes, parish councils and voluntary sector organisations.

You can find out more about MK Together Partnership and the work they do at: <https://www.mktogether.co.uk/>

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