

You are invited to a VARM meeting on: (Date)

At: (start and end time)

This meeting will be held virtually
or in a way that works best for you:

What is VARM?

You have been invited to a VARM meeting because some people who have been working with you or trying to work with you are concerned about risks that they think you are taking or are exposed to.

The purpose of the meeting is to hear about the concerns people have, and you can share your views about the risks identified.

Together you can then develop a risk management plan that identifies the agreed risk and who is going to do what, (including what you can do) to help.

Because some people who have been working with you or trying to work with you are concerned about risks that they think you are taking or are exposed to.

Reduce or remove the risks. Some risks may be positive for you and be an opportunity to learn.

The aim of the risk management meeting is not to remove all risks, but to ensure everyone has an agreed understanding of the risks and what needs to happen.

This plan may also include any additional help, support or information you may need to help manage risks. Other people at the meeting may also need to think about ways in which they could work with you differently to help manage risk and / or the risk of harm.

To prepare for your meeting think about risks as you understand them. What are they?



What will happen during the meeting?

People will discuss the risks as identified and write them down. You or the person representing you (if you cannot attend) will be asked for your view on the risk and if you agree?

A plan will be written identifying who is going to do what to help manage the risks, including reducing them.

Signs of safety will also be identified. A sign of safety is something that can happen to help manage the risk. For example, you may agree to share your telephone number with people if you haven't already done so.

A record and plan of the meeting will be produced (you will see this before it is finished, and you will be able to make changes to it). The Chair of the meeting will then send that to everyone and people may ask for another meeting to take place, that you will be invited to.

Who would you like to be at the meeting?

If you have any questions? Who should you ask?

The Sandwell Safeguarding Adult Board Business Team (SSAB) will be able to answer any questions you may have.

Contact Details:

Do I need to come to the meeting?

No. However we would like you to come to tell us your views and help to put a plan together to reduce the risks.

If you come to the meeting, we will try to make you as comfortable and relaxed as possible.

You can ask someone to attend with you, or to speak for you if you do not attend.



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

The meeting will still go ahead, and decisions will be made by the agencies involved. We will keep talking to you, so you know what is happening at all times.

If you ask someone to come to the meeting they will be asked to share your views on the risks and help make a plan to help manage risk and help you stay safer. If you do not have anyone to help but would like someone with you, please let us know.

We may be able to arrange for someone not employed by the agencies at the meeting to support you. This is called an independent advocate.

I don't want to come to the meeting, but I would like to have my say, how can I do this?

Your representative should take this booklet to the meeting. Below is room to write down any other information on what you would like to happen in the future.

If you have any worries please let SSAB know using the details above. This includes worries about how the meeting is organised.



How will my privacy be respected?

Protecting your personal information and privacy is very important. Some information will be shared between agencies as part of the VARM work, but it will be on a 'need to know' basis about risks that affect you or others.

Sharing information will always be to help you get the support you need and / or to protect you or others from harm. Everyone will be reminded at the start of the meeting that they must respect your privacy.

Sometimes as part of the VARM action plan the use of a company may be needed. For example, a cleaning company or electrician. The company will only be told

Information they need to know to carry out the service they provide.

How will my information be kept safe?

The law says every agency has the responsibility to protect your information (data) and keep it private (confidential).

A record of the meeting will be kept by everyone and looked after as the law says.

If you are worried please speak to SSAB.

Your Views

If you are not attending the meeting please tell us anything else, you think we should know.

What can agencies do to help you stay safe?



