

**SAFEGUARDING ADULTS CONCERN FORM GUIDANCE NOTES**

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| These notes have been developed to assist anyone reporting concerns for an adult at risk |

**About the Adult at Risk of Harm or Abuse**

Print full name and date of birth of the person experiencing harm/abuse

Gender and Client ID (Social services ID) if known should be recorded

Ethnicity should be recorded from the following options:

|  |  |
| --- | --- |
| Arab | Mixed - Other |
| Asian/Brit - Bangladeshi | Mixed – White/Asian |
| Asian/Brit- Indian | Mixed- White Black African |
| Asian/Brit – Other Asian | Mixed – White/Black Caribbean |
| Asian/Brit - Pakistani | Other Ethnic Group |
| Black/Brit - African | White – Gypsy/Roma |
| Black/Brit - Caribbean | White – Traveller of Trish Heritage |
| Black/Brit – other Black origin | White - British |
| Chinese | White – Irish  |
| Declined to say | White - Other |

**About the Person Making Contact (Referrer)**

Print full name of the person reporting the concern and their position within the organisation/agency if relevant.

Print name of the organisation/agency if the person reporting the concern is part of an organisation or agency

Print address details of the person or organisation reporting the concern

Provide contact telephone and e-mail address for the person/organisation reporting the concern including area code.

**Source of Concern**

Under Source of Concern please choose the most appropriate option from the list on the concern form

**Current Situation and Details of Concern being Raised**

**Date of Concern:** The date the concern is raised/disclosed

**Date the alleged abuse took place:** the date the original alleged abuse was disclosed or witnessed. It not known exactly record rough timescales, e.g. within the last week.

**What is the nature of the alleged abuse:** From the list on the concern form please tick all that apply, there may be more than one.

**Are there any other factors associated with the alleged abuse:** from the list on the concern from please tick all that apply, there may be more than one.

**What is the location of the alleged abuse.**  From the list on the concern form please tick appropriate option.

**Details of Incident**

Please provide clear factual details of the incident.

If the adult at risk has disclosed abuse/neglect then it should be recorded what the person says has happened using their own words where possible

If it is an error or professional practice then dates and time of events and full names of staff involved should be recorded.

Provide as much information as possible

**Are Injuries Present:** If injury has occurred include the nature of any injuries sustained, where on the body the injury is, the size of the injury, e.g. if it is a bruise etc .Body maps can be submitted if available

**What Actions have been taken by yourself to safeguard the individual?** Include what actions you have already taken to manage the risk.

Has medical treatment/advice been sought

**Involvement of Others Prior to Concern being Submitted**

If any criminal offence has occurred please record details of when the police were informed, e.g. date, time, officer details, crime reference number

Please provide details of any regulatory bodies that have been informed such as CQC, DBS. GP with dates.

**Previous History**

If you know of any other safeguarding concerns in the last 12 months please provide information about then.

**Out of Area Safeguarding**

If the individual is placed in Darlington by a different authority please provide the following:

Name and contacts details of the out of area authority. This should include name of the authority as well as name of any workers and both should include telephone numbers and e-mail addresses.

**Involving the Individual**

**Mental Capacity:**

Capacity is decision specific and has to relate to the specific decision to be made. In this case the specific decision is around the person’s capacity to consent to the Safeguarding concern being submitted to the Local Authority.

This means that the individual has to understand what this means. In order for the individual to make this decision you should provide them with as much information as is relevant about the Safeguarding process and in particular what will happen if the Safeguarding concern is submitted.

Consider the following:

Does the person understand they may be at risk?

Does this person understand that the information about the concern will be shared with the Local Authority?

If the person cannot understand the above then it is unlikely they will have the capacity to consent to the Safeguarding concern being submitted. If they do not have capacity then the safeguarding concern should be submitted in their Best Interests under the Mental Capacity Act.

If the person does have capacity and does NOT give consent then their wishes must be respected. HOWEVER there are exceptions to this when the safeguarding concern must be submitted even if they do not give consent. These are:

**Public Interest:** If by not acting or submitting the safeguarding concern this will put other adults or children at risk. In these cases the refusal to give consent can be overridden and the concern submitted. The person who refuses consent should still be informed that the safeguarding will be submitted anyway because of these reasons.

**Vital Interests:**If the person at risk of harm or abuse would be at risk of serious harm and it is a potential life threatening situation then their consent can be overridden and the concern submitted. The person should be informed of this.

**Does the Individual have the mental capacity to give consent to the safeguarding concern being submitted?** Please answer bearing in mind the above information and that this is capacity to consent to the safeguarding concern being submitted, no other decision.

**Has the individual given consent for this concern to be submitted?** Please choose one of the options bearing in mind the information above. Remember that only the individual themselves can give consent, no-one else can consent on their behalf. You should NOT be saying that the individual is unable to give consent but family have agreed the safeguarding can be submitted.

If this question is not asked then please record why in the comments box.

**Is the Individual aware this concern is being submitted?** It is possible that even if the individual cannot consent to the concern being submitted that they are aware of it. In comments box please provide some information what has been discussed if the person is aware the safeguarding is being submitted .

**Advocacy/family representative:**

 **Does the individual need a representative?** If the individual is unable to represent themselves then a family member or advocate will be required. Please tick relevant box and in comments box please give details of the advocate or family representative.

**Individual Views:**

**Has the individual/advocate/family representative been involved in discussions about submitting the concern?** If the individual cannot be involved in these discussions then you should discuss the safeguarding concern with the advocate or family member. This should be to obtain their views/wishes on what they would like to happen as a result of submitting a Safeguarding concern.

This is not a discussion around submitting the concern itself but to find out what the individual/advocate/family representative would like to happen as a result of submitting the safeguarding concern.

In the comments box on the Safeguarding Concern form please record the views expressed by the individual, advocate or family representative in their own words.

Please also include the name and telephone number for the advocate or family representative who gave their views.

**Details of the person(s) or organisation thought to be cause of risk/harm.**

Choose the most appropriate option from the list on the safeguarding concern form

**Name of the Person(s) thought to be cause of harm/risk.**

Please give the name(s) of the person thought to be cause of risk or harm. This includes names of staff/paid carers/volunteers/family/friends/neighbours/members of the public and other service users.

**Is the person/organisation alleged to have caused harm aware of the safeguarding concern?**

Please choose yes or no and add any additional comments