

Before completing the Safeguarding Concern form and submitting to the local authority the following is required to support the decision making:

- Is this an adult with care and support needs?
- AND as a result of those care and support needs the person is unable to protect themselves from either the risk of, or experience of abuse or neglect
- No care and support needs? Other procedures should be considered for example; Complaints, DASH, MARAC

### What are your safeguarding concerns for this adult?

- What are you worried about?
- Ensure the basic facts are established to avoid jumping to conclusions (Who, What, Where, When, How, Tell, Explain, Describe)
- You must talk with the person to establish their views, wishes and what they want to happen.
- Explain the concern and why you feel it is important to share information and any consequences for not sharing information.
- Talk through the options the person has and what they want to do about their situation.
- Determine if the person is able to weigh up choices and understand their potential consequences. If you don't know if the person has capacity you must consult with the person who knows them best to provide a view.
- What does information from records/files tell you about past incidents, concerns, patterns, risks and strengths?
- What actions have you or others taken to safeguard and support the person?
- Are there other adults or children involved or at risk? What are the risks to others?
- What are the needs for care and support and how do these prevent the adult from protecting themselves from either the risk of, or the experience of abuse and neglect?

### What resources/services are already in place?

- Contact and talk with others (organisation, staff, family) where it is safe to and won't put the person at further risk
- What existing strengths and safety is already in place or could be accessed – for example your service, other services, family, friends, community?

### What needs to happen next?

- What does the person (or their legal representative/family) want to happen?
- Does the person give consent to inform the local authority. Explain the reason for over-riding their wishes and views or for not seeking consent.
- Should other procedures be used – complaints, poor practice concern, DASH, MARAC, referral to other agencies?
- What is the reason for referring to Adult Care now?

- What do you want agencies to do to decrease the safeguarding concern?
- What needs to change, how can this be done and who needs to do what to reduce risk and improve the wellbeing of adults.
- What can you or your agency/organisation do to reduce the risk?

#### **Details about the alleged person(s) posing a risk**

- Relationship with person at risk e.g. spouse, friend, staff, family member, neighbour, part of a group/community network or residents
- Any immediate actions taken against them or to support them
- Any details from records/files about historic abuse involving the person alleged to be posing a risk

#### **Self-neglect and self-harm**

Where the person is considered to have capacity they are entitled to refuse care, treatment and other health, social care or other agency recommendations. In these circumstances discuss with your organisation's safeguarding lead to consider an appropriate multi-agency co-ordinated approach.

If the person does not have capacity to weigh up choices and to understand their potential consequences of self-neglect then the law allows interventions to be made to protect them from risk.

#### **Share with consent and when to share if the person does not consent.**

Be open and honest with the person (and/or their representative) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

You may still share information without consent if, the adult, a child, or other adult is or may be at risk, the adult lacks mental capacity, there is a pattern of controlling, coercive or intimidating behaviour, a crime may have been committed, it is an emergency or life threatening situation, staff providing regulated activity are implicated, there is legal authority or court order for taking action without consent.

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.