

### Stage 7 Review

The purpose of the Review is to check if the agreed actions in the Safeguarding Plan have taken place and whether any further action is needed.

At the conclusion of an investigation, or at a Case Conference, a decision should be made of whether the Safeguarding plan should be reviewed within the Safeguarding Process. This should be the case whenever there is on-going risk of harm from Abuse.

The frequency of the review should be decided based on the situation and level of risk

### Stage 6 Case Conference / Safeguarding Planning Meeting

Co-ordinating a multi-agency response to the risk of abuse that has been identified. All information gathered during the investigation will be presented at a **Multi-Agency Safeguarding Planning** Meeting where, if appropriate, a **Safeguarding Plan** will be agreed. The meeting and the Plan will be recorded on the correct template.

### Stage 5 Investigation

Co-ordinating the collection of information about abuse or neglect that has occurred or might occur. This may include a criminal or disciplinary investigation.

- Establish matters of fact
- Provide a professional analysis of risk
- Provide rationale and inform decisions about any follow up action
- Produce a report

### Stage 1 Raising an Alert

**Raising an Alert:** Anyone who becomes aware of concerns of Abuse must report those concerns as soon as possible and in any case within the same working day to the relevant manager identified in their agency procedures.

## Adult Safeguarding

**Safeguarding Duties apply to an adult who:**

- Has needs for care and support
- Is experiencing, or is at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

**Abuse or neglect includes:**

- Physical abuse
- Psychological Abuse
- Domestic Violence
- Sexual abuse
- Financial and material abuse
- Modern Slavery
- Discriminatory abuse
- Neglect or acts of omission
- Organisational abuse
- Self neglect

Care Act 2014

### Closure to Adult Safeguarding Process

Recording and monitoring the Safeguarding Adults process and its outcomes.

The aim is to establish:

- With the person to what extent their aims/wishes/ outcomes have been achieved
- What difference did the safeguarding process make?

### Stage 2 Reporting an alert / Duty to Enquire

**Enquiry:** the local authority must make enquiries, or require another agency to do so, whenever abuse or neglect are suspected in relation to an adult with care and support needs.

Gathering information about a concern by consulting agencies and undertaking a further risk assessment.

Upon receiving a Referral, Adult Social Care must gather as much information as possible from the referrer, multi-agency partners, the adult concerned and previous records

### Stage 3 Assessment / Applying Thresholds

The Local Authority Adult Social Care manager will make the following decisions and take the following actions about the Referral. This is called the decision stage and should occur within one working day of receiving the alert.

- Is the referral appropriate?
- Should a safeguarding enquiry proceed?
- If not, what other routes of referral or action would be appropriate and who would initiate these?

### Stage 4 Strategy discussion or meeting

Formulating a multi-agency plan for assessing the risk, addressing any immediate protection needs and agreeing a plan for any further investigation or assessment.

This may be in the form of a meeting or by telephone contact, depending on the urgency of the situation.

Decisions and actions:

- Who will lead the investigation?
- Ensure a robust plan is in place to safeguard any adults with care and support needs who may be at risk

Minutes of the meeting must be recorded on the correct template.