



Hints and Tips for those reporting an Adult Safeguarding Alert to the Health and Care Services (Adult Social Care)

REMEMBER.....reporting concerns about the abuse or neglect of an adult at risk is not a matter of individual conscience but is considered to be a professional duty

- Consent should have been gained for reporting the alert from a mentally capable adult who is thought to be experiencing abuse or neglect unless there are overriding public duties to act such as:
 - o There is reason to believe that a crime has been committed
 - o There is reason to believe that others may be at risk
 - o Gaining consent could put the person at further risk
- Where consent has not been gained as above, the individual must be informed, where appropriate, that the matter is being reported
- Have the following information ready if possible:
 - o The adult(s) about whom the concern has been raised:
 - Name(s), DOB,
 - Contact information - address, contact number
 - Communication and access needs
 - Gender, race, faith
 - Are they aware of the alert?
 - What is known about their mental capacity and of their wishes in relation to the abuse or neglect
 - Is the person already known to services
 - Is their care being funded by another Local Authority?
 - Is this the first time that issues of abuse or neglect have been reported

- o The abuse or neglect that may be taking place:
 - Date/time the incident took place?
 - How it came to light
 - The setting/ location and or occasions where and when it took place
 - Its impact on the individual concerned – Do they continue to be at risk of harm?
 - Details of any immediate plan to keep the individual safe
 - Is anyone else is at risk of harm.
 - Any injuries are present? If so ask if a body chart should be completed and provided
 - The name, and date of birth (if known), address and contact number of the person thought to be responsible for the abuse or neglect
 - The names of any witnesses
- o Any immediate action that has been taken in response to the concern being raised
 - If a crime has been committed has the incident been reported to the police?
 - Any emergency services/GP contacted
 - Crime number if reported to police
 - Details of any immediate plan to keep the individual safe
- o You will also be asked to provide your name and contact details