

Raising a Safeguarding Adults Concern: Checklist

Tel: Norfolk Adult Social Care: 0344 800 80 20

This checklist is to assist you to have the right information when you are raising a safeguarding adult concern. We know that it is often a stressful conversation and you may forget vital information when you make the call. Do not worry if you do not have all the information below. Concerns will always be considered when some of this information is not available.

	Essential	Desirable
Name of Alerter (You can remain anonymous)		✓
Contact details of Alerter		✓
Relationship to person at risk of abuse / neglect		✓
Organisation of person raising safeguarding concern		✓
Name of adult at risk of abuse or neglect	✓	
Address of Adult at risk of abuse or neglect	✓	
Address, if different, of place of alleged abuse	✓	
Contact details of Adult at risk	✓	
Details of Category of Vulnerability (frailty, physical disability, Mental Health, Learning Disabilities etc.)	✓	
Date of Birth or Age		✓
Gender		✓
Ethnicity		✓
Religion		✓
Capacity and understanding		✓
Communication needs (sensory loss, language, other)		✓
Name of Person or Service alleged to have caused harm (P/SACH)		✓
Address of P/SACH		✓
Date of Birth of P/SACH		✓
Details of Safeguarding Concern - You need to consider the following so that the person taking the referral decision can gain adequate information		
Nature of abuse/incident	✓	
When did it happen?	✓	
Where did it happen?	✓	
Was anyone else involved?		✓
Was the incident witnessed?		✓
Have you had previous concerns regarding this person? If so what?		✓
Does the adult at risk of abuse or neglect know you are making this referral?	✓	
What does the person want to happen?		✓
Have you done anything to assist the adult at risk at this time? (What actions have been taken?)	✓	
How do you want to be contacted in the future?	✓	

Raising a Safeguarding Adults Concern: Reminder

- ❖ A safeguarding adult concern is about fuller consideration with multi-agency partners on the best way forward – the concern does **NOT** necessarily lead to a section 42 enquiry under formal safeguarding adults' procedures.
- ❖ A safeguarding adult concern is about finding the best way to support the individual – it accesses wider multi-agency information, perspectives, skills and resources
- ❖ A safeguarding adult concern is about accountability, openness and transparency – it is about learning and improving care to the person concerned
- ❖ A safeguarding adult concern is **NOT** about predetermining that neglect or abuse has occurred. It is the start of seeking more information, finding out if something went wrong and then putting it right

*Adapted from: Safeguarding Adults: The role of Health service practitioners,
(14 March 2011)*