






Adult Safeguarding One-Page Guide

Step	Who	What	Recording
Raising a Concern 	<p>Anyone can raise a concern.</p> <p>If outside of adult social care, contact the appropriate team's duty, where known, or MASH when in doubt</p>	<p>Initial concerns must be captured</p> <hr/> <p>Through screening, if it appears to relate to any of the 10 abuse types, progress as a safeguarding concern</p>	<p>Can be raised through a Contact (First Contact or New Information)</p> <hr/> <p>Immediately workflow to a Safeguarding Concern</p>
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Information Gathering 	<p>Undertaken by the relevant worker or a worker in the relevant team (the Enquiry Officer). May be undertaken by MASH or IDT where not already known to services, or time-critical (up to a maximum of 48 hours)</p>	<p>It may quickly transpire that it is not a safeguarding issue</p> <hr/> <p>If it appears that Section 42 criteria is met – or there are grounds to consider a non-statutory enquiry - undertake a triage discussion with a relevant Safeguarding Adults Manager (SAM) and progress to an enquiry (undertake emergency safety planning and actions in the interim where required)</p>	<p>Record the information gathered and the rationale for your decision and close the Safeguarding Concern</p> <hr/> <p>Record the information gathered and the rationale for your decision and workflow to a Strategy Meeting/Discussion</p>
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Strategy Meeting/ Discussion 	<p>The SAM (in conjunction with the Enquiry Officer) will decide whether a discussion (less formal) or a meeting (more formal) is required, and who needs to be involved</p>	<p>The Strategy Meeting/Discussion should include (among other elements): the background, making safeguarding personal outcomes, capacity, risk assessments and the enquiry plan, interim safeguarding plan and a proposed date for Case Conference</p>	<p>Record the discussions and agreed next steps and workflow to a Safeguarding Enquiry & Case Conference</p>
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Safeguarding Enquiry 	<p>The SAM has overall responsibility for planning and directing the Enquiry, but will delegate actions to one or more Enquiry Officers</p>	<p>This will likely be a Section 42 (statutory) Enquiry, but may be non-statutory where it doesn't meet the full Section 42 criteria. The Enquiry should be proportionate: constituting the least intrusive response appropriate to the risk presented. This could mean a series of conversations or contacts with the person at risk, or may be more formal and widespread involving site visits, interviews and statements and analysis of documentary evidence etc.</p>	<p>Record findings and all or any risk management interventions within the Safeguarding Enquiry & Case Conference and write-up in an Enquiry Report</p>
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Case Conference 	<p>The SAM will decide whether a discussion or a meeting is required, and who needs to be involved</p>	<p>Within the conference it must be established whether the desired outcomes of the adult have been met and whether – on the balance of probabilities – abuse or neglect occurred, as well as whether there is any ongoing risk and if any further actions are required</p>	<p>Record the discussion and rationale for decision making. A Conference Review may be required at a later point if further actions or recommendations require follow-up</p>

Making Safeguarding Personal: The desired personal outcomes of the adult involved should be central to this whole process – but in the context of effective risk management.

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