

Pioneering Care Partnership Safeguarding Adults Policy & Procedure



Policy

Aim

This Policy aims to clearly outline PCP's position on safeguarding adults by protecting their right to live in safety, free from abuse and neglect and ensuring that PCP works in partnership with other organisations to achieve this. PCP also recognises that safeguarding from risk does not just apply to children or vulnerable adults.

PCP accepts that it must take reasonable steps to protect those from harm, including:

- People who benefit from PCP's work (including children and vulnerable adults)
- Staff
- Volunteers; and
- Other people connected to PCP's activities.

Purpose

The purpose of this Policy is to outline the following six key principles and definitions that underpin safeguarding work and ensuring that all staff and volunteers adhere to their responsibilities:

1. **Empowerment** – people being supported and encouraged to make their own decisions and informed consent.
2. **Prevention** – it is better to take action before harm occurs.
3. **Proportionality** – the least intrusive response appropriate to the risk presented.
4. **Protection** – support and representation for those in greatest need.
5. **Partnership** – Local solutions through services working with their communities, who have a part to play in preventing, detecting, and reporting neglect and abuse.
6. **Accountability** – and transparency in delivering safeguarding.

Making Safeguarding Personal

In addition to these principles, Making Safeguarding Personal (MSP) aims to ensure that the safeguarding process:

- Is person-led and outcome-focussed.
- Enhances the individual's involvement, choice, and control; and
- Seeks to improve the quality of life, wellbeing, and safety of the individual.

Scope

All safeguarding concerns will be responded to in the most appropriate and proportionate way. The Care Act (2014) has defined safeguarding in broad terms covering prevention and protection. There is a legal duty for a Local Authority, to ensure that safeguarding enquiries take place to establish the level and circumstances of the risk. Eligibility for social care needs is not a barrier to these enquiries. In every case where the possibility of the abuse or neglect cannot be ruled out PCP will refer to the relevant Local Authority Safeguarding Board following their framework. Safeguarding enquiries must be made for any adult who:

- Has needs for care and support (whether the LA is meeting any of those needs); and
- Is experiencing, or 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.

Policy Statement

This Policy confirms PCP's commitment to:

- Stop abuse or neglect whenever possible.
- Prevent harm and reduce risk of abuse or neglect to adults with care and support needs.
- Safeguard adults in a way that supports them in making choices and having control about how they want to live.
- Promote an approach that concentrates on improving life for the adults concerned.
- Raise public awareness so that communities and professionals play their part in preventing and identifying and responding to abuse and neglect.
- Provide information and support in accessible ways, to help people understand the different types of abuse and neglect; and
- Support the strategic development of adult safeguarding when faced with a particularly challenging safeguarding issue.
- PCP will take a risk-based approach to the Prevent duty adopted by the local authorities in which we work. Prevent is about stopping people becoming terrorists or supporting terrorist activities.

Responsibilities

Chief Executive has overall accountability and responsibility of Safeguarding across PCP and ensuring that any concerns raised through this policy are followed using the appropriate Safeguarding Procedure. The Chief Executive is also responsible for raising any significant Safeguarding concerns with Trustees.

Senior Managers are responsible for ensuring that the Policy is reviewed, disseminated, and implemented, addressing any concerns raised through this Policy.

Human Resources are responsible for ensuring that all staff and volunteers receive as a minimum, awareness training, whilst those that work more closely with adults with special needs will receive more in-depth training which will be subsequently refreshed after three years.

Line Managers are responsible for applying the policy and procedures, including sharing the policy with staff, ensuring understanding and compliance. Line Managers are also responsible for ensuring staff and volunteers attend training and report any incidents.

Employees & Volunteers are responsible for upholding best practice standards, reading, and operating within PCP policies and procedures, adhering to PCP core values, and raising concerns with their line manager.

Exclusions

Local Authority Adult safeguarding duties apply in whatever setting people live, except for prisons and approved premises such as bail hostels, where inmates are the responsibility of the specific institution.

Whilst this policy relates to adults with care and support needs where there is a child living in the household where self-neglect concerns exist, reference must be made to Local Safeguarding Children Partnership procedures.

This Policy does not form part of PCP's contract of employment or employee Terms and Conditions.

Definitions

This definition of adults at risk of abuse or neglect includes:

- Those who are at a greater risk of suffering abuse or neglect because of physical, mental, sensory, learning, or cognitive illnesses or disabilities; and substance misuse or brain injury
- Those who purchase their care through personal budgets, those whose care is funded by local authorities and/or health services and those who fund their own care
- Informal carers, family and friends who provide care on an unpaid basis.

Safeguarding Board

The Care Act requires every Local Authority to establish a Safeguarding Adults Board (SAB) for its area. It oversees and leads on all adult safeguarding across the entire locality area.

The areas covered in this policy are Darlington, Durham, Sunderland, and Teesside.

Communication

PCP will ensure that:

- All employees and volunteers are aware of the policy at induction
- Generic training will include examples and reference to this policy
- This policy is easily accessible by all members of the organisation, including being available on Enyware (PCP's intranet)
- Employees are informed when a particular activity aligns with this policy
- Employees are empowered to actively contribute and provide feedback; and
- Employees are notified of all changes to this policy in a timely manner.

Related Policies and Procedures

This Policy should be read in conjunction with the following related policies, procedures, or guidance:

- Safeguarding Adults Procedure (& Children's)
- Data Protection Policy
- Data Subject Access Procedure
- Information Sharing Policy
- Personal Identifiable Information Loss-Breach Procedure
- PCP Core Values Statement
- Risk Assessment Procedure
- Lone Working Procedure
- Incident Reporting Procedure
- Disciplinary Policy and Procedures
- Equality & Diversity Policy and Procedures
- Whistleblowing Policy & Procedures

Relevant Legislation

This Policy is in line with the following relevant legislation:

- Department of Health, Care Act 2014
- The Human Rights Act 1998
- Mental Health Act 1983
- The Equality Act 2010

Procedure

1. Introduction

PCP is committed to work in partnership with other agencies to protect those adults who are at risk because of their care and support needs and are experiencing or at risk of abuse. Within this document, they shall be referred to as “adult(s) at risk”, links to full definition and advisory comments are contained within Section 2.

In many cases staff and volunteers may be aware of these needs, but this may not always be the case. Therefore, any such concerns for any adult should be reported in order that the appropriate action is taken.

We therefore aim to raise awareness amongst staff and volunteers, thereby helping them to identify the signs and report any concerns.

It is important PCP ensures all safeguarding concerns will be responded to in the most appropriate and proportionate way. By using supportive, transparent and preventative measures we aim to be proactive in trying to stop the harm before it occurs and help empower people to make their own decisions based on ‘informed consent’.

In addition, PCP will take a risk based approach to the Prevent duty adopted by the local authorities in which we work. Prevent is about stopping people becoming terrorists or supporting terrorist activities.

2. Definitions

Distinction between Safeguarding and Adult Protection.

The term **Safeguarding** applies to a continuum from low to high-risk types of abuse. This framework draws a distinction between safeguarding issues which require minimal intervention and those which require more formal inter-agency statutory intervention which is known as Adult Protection.

The Care Act (2014) has defined safeguarding in broad terms covering prevention and protection.

The definition of an Adult at Risk is an adult who:

- Has needs for care and support (whether or not the LA is meeting any of those needs) and;
- Is experiencing, or 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.

For the purposes of this procedure, an adult is a person who has attained the age of 18 years.

Abuse

Abuse is defined as a “violation of an individual’s human and civil rights by any other person or persons” and can come in many forms, including:

- Physical Abuse, Domestic Abuse, Sexual Abuse, Psychological Abuse, Financial or Material Abuse, Modern Slavery, Discriminatory Abuse, Organisational Abuse, Neglect and Acts of Omission, Self-Neglect, Forced Marriage.

A full description of categories can be found at:

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy>

Prevent

Prevent is part of a wider government strategy to protect the public from terrorism. Prevent aims to stop people from becoming terrorists and prevent support for terrorism, radicalisation and extremism.

3. Recognition of Abuse

In order to ensure complementary working practices PCP will verify the Safeguarding Adults Policy with the appropriate Local Safeguarding Adults Partnership/Board when delivering services in a new local authority area. Key documents will be shared, such as the threshold tools, to aid decision making.

The [threshold tools](#) have been designed as a guide to identify potential abuse and differentiate between types of abuse which can be dealt within, and outside the formal safeguarding framework. This decision depends on the type, level, seriousness and impact of abuse and professional judgement based on the circumstances. The current Local Authority areas include;

- **County Durham**
- **Sunderland**
- **Teeswide**

Common characteristics of abuse situations are also covered within PCP's Risk Assessment Training undertaken by all employees and volunteers.

Safeguarding training is a mandatory requirement for all PCP staff and is carried out as part of the induction training for new staff and every 3 years thereafter, where applicable staff may undertake training from multiple Local Authority areas.

Employees may become suspicious or concerned that an 'adult at risk' is being abused or alerted to the possibility of risk in the following ways:

- Through observations or signs of abuse.
- Because of allegations or reports made by another person.
- By an allegation (or a 'cry for help') by an 'adult at risk', saying that they have or are being mistreated.
- By an admission (or a 'cry for help') from somebody who says they are harming an 'adult at risk'.

Common characteristics of abuse situations are covered within PCP's Safeguarding and Risk Assessment training undertaken by all employees and volunteers.

The Procedure

If someone discloses abuse to you:

- Stay calm, listen carefully rather than question and be sympathetic.
- Be aware that medical and criminal evidence may need to be preserved so do not attempt to remove torn or soiled clothing etc.
- Tell the person that you will take their disclosure seriously. What happened wasn't their fault and that you have to tell an appropriate manager.
- Document what was said as soon as possible and to whom you reported it, using the [Injury/Accident/Safeguarding Incident Report Form, IANMS1\(Version 1.1\)](#) **Appendix 3**

Do not:

- Put yourself at risk.
- Contact the alleged perpetrator.
- Tell anyone who does not need to know, in line with PCP's Confidentiality Policy.

Referring concerns

If any employee, volunteer or others working on our behalf has knowledge of an adult about whose safety they have concerns, or who they believe to be at risk of abuse or neglect it is their responsibility to pass on their concerns, in the first instance, to their **Line Manager or a Project Lead, Senior Manager or Chief Executive**.

Senior Management Team Details

Carol Gaskarth:	07890 642683	carol.gaskarth@pcp.uk.net
Nigel Brough:	07752 767567	nigel.brough@pcp.uk.net
Lynsey Todd:	07712 090607	lynsey.todd@pcp.uk.net
Toni McHale:	07809 342191	toni.mchale@pcp.uk.net
Jane Buckton:	07885 463918	jane.buckton@pcp.uk.net
Lindsay Sheridan:	07585335705	lindsay.sheridan@pcp.uk.net

The employee should record all concerns using the [Injury/Accident/Safeguarding Incident Report Form](#), **Appendix 3**

Employees have a clear duty to act if they are made aware of or have any suspicions or concerns relating to the possible mistreatment of an adult.

PCP has a duty to pass on any reported concerns to the relevant Local Authority Safeguarding Team, as the responsible body having a 'duty of care' to people who are or may be eligible for community care services, and/or the Police as appropriate.

Sharing of Information with other agencies and limits of confidentiality

PCP have a number of policies and procedures in place to adhere to General Data Protection Regulation 2018 (GDPR) ensuring all information is dealt with accordingly, these include, information sharing, data protection, personal identifiable information loss and breach, data subject access, data protection and privacy statement.

The General Data Protection Act 2018 (GDPR) includes processing conditions for sensitive and personal data (known as 'special category data') for the safeguarding of children and adults at risk. This means practitioners and professionals can share information in these circumstances without consent. Although it is good practice to seek consent, lack of consent is not a barrier to sharing information.

Everyone is entitled to confidentiality of personal information. Consent must normally be obtained from the person to share information about them with relevant partner agencies. However, the right to confidentiality and the person's lack of consent can be overridden if there is a reasonable belief that an adult or other adults or children are or could be a victim of abuse or neglect.

Adults with impaired capacity and understanding do not lose the right to control disclosure of information about them and are able to authorise or prohibit disclosure if they generally understand the implications of disclosure. However, confidentiality can be overridden where there is a likelihood that foreseeable harm may result from withholding information.

Upon receipt of a complaint or allegation, PCP will use the relevant Local Authority [threshold](#)

[tools](#); to establish whether a referral should be made to the relevant Local Authority Safeguarding Team.

All relevant service user records should then be collated and the [Injury/Accident/Safeguarding Incident Report Form](#), **Appendix 3** should be completed and a case file opened.

All subsequent safeguarding actions will be recorded on this file. This file will be made available to the relevant Local Authority Safeguarding Team and other relevant protection agencies i.e. the Police. Where information is shared with other agencies, the purpose for sharing will be explained to the adult.

Where information is shared the reasons behind this decision and details of any information shared must be recorded in full, see [Injury/Accident/Safeguarding Incident Report Form](#), **Appendix 3**. The adult at risk will have access to their case file/s in line with 'Freedom of Information' legislation.

Information will be shared on a 'need to know' basis and when it is in the adult's best interests. 'Best interests' will be determined by a proper evaluation of risks.

All exchanges of information will be carried out in accordance with the:

- General Data Protection Regulation 2018
- Human Rights Act 1998
- Freedom of Information Act 2000

All storage of information will be in line with the General Data Protection Regulation 2018.

Identification and Reporting of a Safeguarding Concern

Referral Procedure (See Appendix 4 Flow Chart p16)

Any concern that an adult at risk is or may be suffering significant harm should be discussed with your Line Manager or, if they are not available, a Project Lead or Senior Manager or Chief Executive, as soon as the concerns arise. They will make a decision regarding breaching confidentiality.

NB Medical Attention

If medical treatment is urgently required consent should be obtained, either from the adult or from whoever has parental/carer responsibility, unless this is not practical. Medical staff must be informed if consent has not been obtained.

The Senior Manager or Chief Executive should use the Local Authority Risk Threshold tools to aid any decision to refer the matter on to the relevant Local Authority Safeguarding Team or the Police. They should also inform the Chief Executive or Senior Manager before a referral is made. The Chief Executive or relevant Senior Manager must be informed within 24 hours if they are not available at the time of referral.

Details of the latest version are saved in the Safeguarding Adults, Threshold Folder and details on how to report a safeguarding issue for each area can be found in Appendix 2, these include;

- **County Durham**
- **Sunderland**
- **Teeswide**

Where possible concerns should be discussed with the adult at risk and their parent/carer and their agreement to make a referral to the Local Authority or the Police sought unless such discussion / agreement would place an adult at increased risk of significant harm or abuse.

Any discussions that take place with an adult at risk or their parent/carer should be with the intent of clarifying the situation rather than an investigation. Some adults at risk may wish for a referral to be confidential and their parents/carers not to be informed. Even if there is only a suspicion of significant harm, a referral should be made to the relevant Local Authority Safeguarding Team.

If unsure about whether the information held is worthy of a referral, contact the relevant LA Safeguarding Team (**see Appendix 1**) on the same day as the concerns are raised to discuss the information and they will help and provide advice.

To make a referral the Chief Executive or Senior Manager, or where they are unavailable a Project Lead should contact either the relevant Local Authority Safeguarding Team or the Police (if there is immediate danger) by phone. This may require contacting the Local Authority out of hour's team if it is out of normal hours. **Appendix 1**

Reporting a concern or disclosure

The following is a guide to what is useful to pass on when reporting a concern or disclosure. Use PCP's [Injury/Accident/Safeguarding Incident Report Form](#) **Appendix 3** to provide this information, leaving sections blank where information is missing or not applicable.

Ensure that the information you give is:

- **Clear** – particularly about your concerns for the adult at risk.
- **Factual** – this does not rule out opinion, but this should be separated from fact.
- **Complete** – all known, relevant information should be included.
- **Unambiguous** – ensure that there is minimal scope for your information to be misinterpreted.
- Use a body map to illustrate physical injuries.
- Note who you reported your concerns to.

Complete the form in full as soon as possible and ensure that all actions are recorded in detail, including dates and times of incidents and whom the referral has been passed to. In some cases, a separate Local Authority Safeguarding Adults Concern Form may also need completing (following the Local Authority 'report a safeguarding concern' process).

Send a copy of the form to the relevant Local Authority Safeguarding Team within 24 hours of a verbal referral via a trackable means i.e. email with a send and read receipt and forward a copy to the PA/Admin Lead (Kath Ferry) who will record the detail of the safeguarding referral on a secure file within Pioneering Care Partnership.

Making Safeguarding Personal

Making Safeguarding Personal (MSP) aims to ensure that the safeguarding process:

- Is person-led and outcome-focussed
- Enhances the individual's involvement, choice and control, and
- Seeks to improve the quality of life, wellbeing and safety of the individual.

In most circumstances the Local Authority Safeguarding Team will respond and provide feedback following the initial safeguarding concern. All incidents, accidents and safeguarding concerns are discussed with the Executive Leadership where a de-brief of the incident is undertaken outlining any lessons learned. Feedback is given to the members of staff who raised the initial concern, if any issues are identified these are addressed appropriately which could include additional training.

Communication

PCP will ensure that:

- All employees are aware of the policy at induction;
- The policy is available on PCP's intranet;
- Generic training will include examples or reference to this policy;
- This policy is easily accessible by all members of the organisation;
- Employees are informed when a particular activity aligns with this policy;
- Employees are empowered to actively contribute and provide feedback; and
- Employees are notified of all changes to this policy in a timely manner.

Monitoring and review

This Policy & Procedure will be reviewed annually by HR to ensure that it remains compliant. A full formal review will also take place every 3 years by Senior Management Team as part of the Policy Review Cycle.

Policy Document Tracking

Action	Date(s)
Draft to SMT:	1 July 2021
Draft to Board:	N/A
Ratified by Board:	N/A
Approved Policy circulated to SMT:	1 July 2021
Approved Policy uploaded to shared:	1 July 2021
Approved Policy circulated to staff:	30 July 2021
Interim Review Date:	July 2022
Full Review Date:	July 2024

Appendix 1 - Local Authority Safeguarding Contact Details

County Durham	Social Care Direct First Contact Text E mail	03000 267 979 24 hrs a day 03000 267979 0753 745 3102 safeguardingadults@durham.gov.uk
Redcar & Cleveland	Access Team Email	01642 065070 (contact for Safeguarding Advice accessadultsteam@redcar-cleveland.gov.uk Out of hours 01642 542552/Teeswide 08702 402994
Middlesbrough	Access Team Out of Hours	01642 065070 adultaccessteam@middlesbrough.gov.uk Out of hours 01642 542552/Teeswide 08702 402994
Stockton-on-Tees	First Contact Team Emergency Secure e mail	01642 527764 Out of hours 01642 542552/Teeswide 08702 402994 FirstContactAdults@stockton.gov.uk
Hartlepool	ISPA Email	01429 523 390 iSPA@hartlepool.gov.uk Out of hours 01642 542552/Teeswide 08702 402994
Sunderland	Safeguarding Adults Secure e mail	0191 5618934 / 0191 5618936 safeguarding.adults@sunderland.gcsx.gov.uk
Darlington	Adult Safeguarding Team Secure e mail	01325 406111 01642 524552 (out of hours) Text 07538 601527 ssact@darlington.gcsx.gov.uk

Version	Date(s)
1 – Updated	25 th June 2021

Appendix 2 – Safeguarding Local Authority Reporting a Risk

Durham County Council

Social Care Direct Safeguarding

Report abuse

To report abuse you can do any of the following:

- If the person is in immediate danger, call 999. Remember to say a vulnerable adult is involved.
- Call [Social Care Direct](tel:03000267979) on 03000 267 979. An officer will listen carefully to what you say, give advice and take a safeguarding referral if necessary, even when the caller wishes to remain anonymous. The officer will take prompt action if the adult is in immediate danger.
- If you are a patient or visitor to a hospital or other health setting, you should immediately report your concerns to a member of staff.

The County Durham Safeguarding Adults Inter-Agency Partnership is a range of public authorities who share a duty to keep adults in County Durham safe from abuse, harm and neglect. See their [Protecting vulnerable adults from abuse and neglect \(PDF, 1.0mb\)](#) leaflet for useful information, services and contacts. You can find out more about their work by visiting the [County Durham Safeguarding Adults Inter-Agency Partnership](#) website.

You can contact Social Care Direct on 03000 267 979 between 8.30am and 5.00pm on Monday to Thursday and between 8.30am and 4.30pm on Friday.

The Emergency Duty Team is also available to help with queries outside normal office hours on 03000 267 979.

Sunderland City Council

How to report a safeguarding concern

Everyone has a responsibility to safeguard children, young people and adults who may be at risk of abuse.

If you are worried about someone:

- In an emergency, please call: 999
- If there is no immediate risk, call the police on: 101

If you have concerns about the safety or welfare of a child or young person contact [Together for Children](#) on 0191 561 7007 (available 8.30am to 5:15pm Monday - Thursday, 8.30am to 4.45pm Friday)

If you are a member of the public and worried about your own safety or about the safety of someone else, please contact the [Safeguarding Adults team](#) or [Report a safeguarding concerns - members of the public](#)

If you are a professional wishing to report a safeguarding concern, please read the [guidance](#) and complete the Safeguarding Adults Concern (SAC) [form](#) and visit [Report a Safeguarding concern - professionals and volunteers](#) for further information.

Who can contact us?

Anyone can contact us, including:

- If you're at risk of, or are being abused or neglected
- Family members
- Friends and neighbours
- Someone working for the council; a private, independent or voluntary organisation
- Members of the public

What will happen next?

- Anything you tell us will be kept in confidence, but we may need to share certain information to keep you safe.
- We will listen to your individual circumstances and look at how serious the situation is before deciding how to respond.
- Our first priority is to ensure you, and any other people who may also be at risk, are safe.
- We will follow a careful and sensitive process to help decide what to do next.
- We will work together with all of the relevant organisations and give you information and advice.
- We may need to investigate or take further action in order to protect you.
- We can provide an advocate for you and your carer

Teeswide

Report Abuse

What is Abuse?

Abuse may take the form of a single or series of acts, large or small, whose impact 'adversely affects' the individual. Sometimes these abusive acts maybe deliberate on the part of the perpetrator, but they can also be unintentional.

An adult may experience several types of abuse at the same time, and although the different forms of abuse are presented below individually, there is often a lot of overlap between them. It is also important that people should not restrict their view of what abuse and neglect can actually mean. The following definitions are a 'guide' to what this can entail, with exploitation being a common theme:

How to Report Abuse and Neglect

You can report very serious abuse and neglect to Cleveland Police by calling 101 or 999 in an emergency

You can report suspected abuse and neglect using a Concern Form (March 2019) alternatively if you are worried or want to talk to someone, contact your local Social Care Service.

Hartlepool	01429 523 390	iSPA@hartlepool.gov.uk
Middlesbrough	01642 065 070	adultaccessteam@middlesbrough.gov.uk
Redcar & Cleveland	01642 065 070	AccessAdultsTeam@redcar-cleveland.gov.uk
Stockton-on-Tees	01642 527 764	FirstContactAdults@stockton.gov.uk
Evenings and Weekends	01642 524 552	

Consider risks to others – 'Think Family'

Consideration must also be given as to whether anyone else is at risk as a result of an adult's mental capacity. This may include children or other adults with care and support needs. Whilst actions may be limited in relation to the individual themselves, there may be a duty to take action to safeguard others. Should there be a concern that a parent may be neglecting children in their care, concerns must be reported to Children's' Social Care: [Safeguarding Children Partnerships](#)
Also See: **Think Family Guidance** [Local Policies, Strategies and Procedures](#)

If you need any further information or advice you can also contact:
Business Unit Teeswide Safeguarding Adults Board: 01642 527263
tsab.businessunit@stockton.gov.uk

(Office Use Only) Ref No: _____



Injury/Accident/Safeguarding Incident Report Form

To be completed by staff IMMEDIATELY after incident/accident or Safeguarding Concern raised

Date: _____

Time: _____

Who is making this report:

Name: _____

Date of report: _____

Address: _____

Contact Number: _____

Signature: _____

Type of Incident (please leave blank if you are unsure):

Accident:

Incident:

Near Miss:

Safeguarding:

Details of persons involved:

Name: _____

Date of birth: _____

Address: _____

Contact Number: _____

Name: _____

Date of birth: _____

Address: _____

Contact Number: _____

What happened (provide as much detail as possible using bullet points including any time lapse etc.):

Outcome for individuals involved (i.e. injuries, asked to leave, first aid, follow-up calls etc)

Were any of the following contacted:

SCD/EDT:

CQC:

Care Manager/
SW:

Police:

Family/Carer:

If reporting an accident and someone has been hurt please ensure that you complete the accident book at the relevant venue.

Accident Form No.:

Witnesses (please ensure that a witness statement form is completed):

Name: _____ Statement Ref No.: _____

Name: _____ Statement Ref No.: _____

Local Authority Area:

Please pass to your line manager (or relevant Senior Manager in absence)
Review incident, seek advice where necessary and then pass to PA / Admin Lead

Line Managers Comments:

Signature:

Date:

Office Use Only

Date received:

Governance Route: Clinical H & S Other:

Reviewed by: _____ Date: _____

Incident Category: A – High B – Medium C – Low

Action:

By:

Date:

Feedback:

By:

Date:

Admin:

Folder in SMT: _____ PA informed

PCP's Safeguarding Referral Procedure Flow Chart

In all cases, if the adult is in immediate danger, take preventative steps and call 999

