

SAFEGUARDING POLICY AND PROCEDURE

1. POLICY CONTROL

Version	Description	Date
2.1.1	Safeguarding Policy & Procedure	26 March 2019
Created by Jacquie Vincent-Coulter editorial amendments Tom Belshaw		
Board Approved		May 2018
For Review:		April 2019
Review by Sharon Gregory HR Dept		January 2021
Review by Sharon Gregory, HR Dept		February 2022
3.0 Reviewed		March 2022
3.0 Approved by Board		21/04/2022
For Review		02/2023

1.1 Related policies

Version	Description	Date of Update
1.2	Privacy Policy	April 2018
1.1	Retention and Disposal Policy	April 2018
1.3	ICT usage policy	Oct 2016
1.2	Communications Policy	Feb 2017
1.1	Health and Safety Policy	Jan 2019

2. INTRODUCTION

Safeguarding means protecting people’s right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s or child’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

The UK Government created six safeguarding principles aimed at the health and social care sector. The principles set out below are an aid to understanding actions that need to be taken to protect people and are agreed upon within the Care Act 2004:

Empowerment	Ensuring that people are supported and confident in making their own decisions and giving informed consent
Protection	Providing support and protection for those in greatest need

Prevention	Prevention is the act of organisations working to stop abuse before it happens. Raising awareness, staff training and making information accessible are all ways that can help demonstrate prevention measures and encourage individuals to ask for help
Proportionality	Employers are encouraged to take a proportionate and least intrusive response to the issue presented.
Partnerships	Forming partnerships with local communities can create solutions as they can assist with preventing and detecting abuse.
Accountability	Being accountable and having complete transparency in delivering safeguarding practice.

3. POLICY EQUALITIES STATEMENT

Communities First Wessex (CFW) known as Community First is committed to practices that protect from harm regardless of a person’s age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010.

4. AIMS OF THE POLICY & CODE OF CONDUCT

This policy, taken together with the Hampshire Multi-Agency Safeguarding Policies, represents commitment in working together to safeguard children and adults from abuse, neglect and exploitation. It clarifies the roles and responsibilities of employees, Board members, volunteers, contractors and agency staff in relation to developing their own awareness and skills as well as the policies and procedures that must be followed.

The policy outlines:

- the practice and procedure for paid, voluntary staff and contractors and agency staff within Community First to contribute to the prevention of the abuse and neglect and
- a clear framework for action including information sharing when abuse is suspected.

5. SCOPE AND DEFINITIONS OF THE POLICY

Whose business is safeguarding?

The Care Act 2014 establishes that safeguarding is everybody’s business. Community First recognises that we all play a key role in preventing, detecting, reporting and responding to abuse, neglect or exploitation.

5.1 Scope

The policy is in respect of Community First's responsibility towards the following clients and employees/volunteers:

- Children and young people - legally defined as any person under the age of 18. From this point the terms child or children will be used to refer to this group. (Children Act 2004)
- An 'adult at risk of abuse or neglect with care and support needs' as defined in the Care Act however for the purpose of this policy we will use the term vulnerable adult to refer to this group.
- Employees, Board members volunteers, agency staff and contractors working for Community First who come into contact with children or vulnerable adults during the course of their work or volunteering responsibilities.
- Contractors when carrying out work on behalf of Community First.

5.2 Definitions

Child Protection is defined as:

- Protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect or other identified risk factors such as parental Domestic Violence, substance misuse.

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances

Adult Safeguarding is defined as:

- Protecting an adult's right to live in safety, free from abuse and neglect aiming to ensure that each adult is supported to maintain:
 - Wellbeing
 - Choice and control
 - Safety
 - Good health
 - Dignity and respect

6. LEGAL FRAMEWORK

Community First will work within the framework of UK legislation and guidance in relation to safeguarding and protection of children and vulnerable adults. This includes the following:

6.1 Legal Framework Children and Young People:

- Children Acts 1989 and 2004
- Children and Young Persons Act 2008
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002 and 2011
- Female Genital Mutilation Act 2003
- Children and Adoption Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- The Children and Social Work Act 2017
- Working together to safeguard children 2006, 2015 and 2018

6.2 Legal Framework Vulnerable Adults

- Care Act 2014
- Mental Capacity Act (including DoLS) 2005
- Human Rights Act of 1998
- Care and Support Statutory Guidance 2014 – identified the following 6 principles that underpin all adult safeguarding work:
- **Empowerment** – People being supported and encouraged to make their own decisions with informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportion** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding

6.3 All staff, volunteers, agency staff and contractors will consider the following when raising a concern that:

- Safeguarding is mainly aimed at individuals with care and support needs whose circumstances may put them at risk of abuse or neglect by others
- Abuse is defined as a violation of an individual's human and civil rights; it may consist of a single act or repeated acts
- The nature and extent of the abuse including whether it is a criminal offence
- The impact of the abuse on the adult and the physical and /or psychological harm being caused and whether the abuse is having an impact on other people
- Deprivation of Liberty Safeguards (DoLS) aims to make sure that people in care homes, hospitals and supported living are looked after in a way that does not inappropriately restrict their freedom

7. TYPES OF ABUSE

Eleven types of abuse are currently identified through the legislation and guidance framework:

- **Physical abuse** – Involves any manner of causing physical harm to a child or vulnerable adult or fabricating symptoms of, or inducing illness in, a child or vulnerable adult, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions, administering or allowing access to drugs or alcohol.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence.
- **Sexual abuse** – Sexual abuse involves forcing or enticing any child or vulnerable adult of whatever age to take part in any form of sexual activity, whether or not s/he is aware of what is happening; or behaving, or inducing a child/ vulnerable adult to behave, in sexually inappropriate ways - including rape, indecent exposure, sexual harassment, inappropriate looking and touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This includes inappropriate sexual relationships with people in positions of power or influence. *The victim may have been sexually exploited even if the sexual activity appears consensual. Sexual exploitation does not always involve physical contact; it can also occur through the use of technology.*
- **Psychological abuse** – the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and enduring effects on a child’s emotional development including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude, where traffickers and slavers coerce, deceive and force individuals into a life of abuse, servitudes and inhumane treatment
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment. This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, as well as racist, sexist, homophobic or ageist comments.
- **Organisational abuse** - Including neglect and poor care practice within an institution or special care setting such as a hospital or care home, or where care is provided within their own home.
- **Neglect and acts of omission** Neglect involves the persistent failure to meet a child’s or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health and development – these include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating, access to family and friends.

- **Self-neglect** - Self-neglect covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Hate crime** – a hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's disability, race, religion or belief, sexual orientation, or transgender identity.

Note – Abuse can be carried out by children and Community First recognises that if a child or children is or are causing harm to an adult with care and support needs, this should be dealt with under the adult safeguarding policy and procedures, but will also need to involve the Local Authority Children's Services.

8. A CODE OF CONDUCT

This behaviour code outlines the conduct Community First expects from all colleagues. The behaviour code aims to help us protect children and adults from abuse and reduce the possibility of unfounded allegations being made. Line Managers must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

When working with or for children and vulnerable adults, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and vulnerable adults
- providing a safe environment for children and vulnerable adults.
 - This includes ensuring equipment is used safely and for its intended purpose
 - This includes having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - This includes policies and procedures for child protection/safeguarding, whistleblowing and online safety.
- staying within the law at all times
- modelling good behaviour for children and adults to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the supervisory staff
- reporting all allegations/suspensions of abuse following our reporting procedures
 - This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- treat children and vulnerable adults fairly and without prejudice or discrimination
- understand that children and vulnerable adults are individuals with individual needs

- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- use special caution when you are discussing sensitive issues with children or vulnerable adults
- ensure your contact with children and vulnerable adults is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - If this isn't possible, ensure you are within sight or hearing of other adults
 - If a child specifically asks for or needs some private time with you, ensure other colleagues know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible.
 - This is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect

You should:

- listen to and respect children and vulnerable adults at all times
- seriously, actively involve them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible
 - In some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or vulnerable adult at the earliest opportunity.

Unacceptable behaviour

When working with children and vulnerable adults, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people

- engage in behaviour that is in any way abusive
 - This includes having any form of sexual contact with a child or vulnerable adult.
- let children and vulnerable adults have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and vulnerable adults
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and vulnerable adults.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Community First. (Please refer to Gross Misconduct within Community First's Disciplinary Procedure). We may also make a referral to statutory agencies such as the police and/or the local authority child protection services.

9. INFORMATION SHARING AND CONSENT

Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding.

Community First will share safeguarding information with the right people at the right time to:

- Prevent death or serious harm
- Coordinate effective and efficient responses
- Enable early interventions to prevent the escalation of risk
- Maintain and improve good practice in safeguarding
- Reveal patterns of abuse that were previously undetected and that could identify others at risk of abuse
- Identify low-level concerns that may reveal children or vulnerable adults at risk of abuse
- Help families, children and vulnerable adults access the right kind of support to reduce risk and promote wellbeing
- Help identify people who may pose a risk to others and, where possible, work to reduce offending behaviour
- Reduce organisational risk and protect reputation

All information and concerns should be raised with the employees/volunteers line manager or if they are not available a member of the Senior Leadership Team who will then make the decision as to whether to share information with another agency including social care or the police. In the case of severe concerns where delay in contacting the line manager could result in further harm the worker/volunteer should contact the relevant statutory authorities immediately and inform the line manager as soon as possible.

Information will only be shared with other agencies including the police and social care if the consent of the child, their parents/carer or the vulnerable adult concerned has been obtained. This is best practice and is often key to ensuring any further support or action is successfully conducted based on trust and transparency. But there are exceptions to this:

- Where gaining consent would put the child, vulnerable adult or the Community First worker at further risk/risk of significant harm.
- Where a vulnerable adult is assessed as not having the 'mental capacity' to make this decision, in this case appropriate representatives/advocates should be consulted, however the final decision will be made by the Community First Manager.
- Where a crime has taken place and there is an overriding public duty for the police to investigate.
- Where other adults at risk and/or children may be at risk of harm from the person/group/agency suspected of causing abuse.

In making the decision whether to share information without consent consideration will therefore be given to the seriousness and pervasiveness of the abuse: the ability of the individual to make decisions; the effect of the abuse on the individual in question and on others; whether a criminal offence has occurred; and whether there is a need for others to know (e.g. to protect others who may not be involved in the immediate situation).

If the decision is made not to share information because consent has been withheld and the exceptions do not apply then the child, their family or the vulnerable adult will be made aware of the fact that they can change their minds at any point and also be advised of any actions they can take to reduce the risk and promote protective factors.

Decisions about sharing information or not will be clearly recorded with reasons stated. Decisions about sharing information will be openly and explicitly discussed at every stage.

10. CONFIDENTIALITY AND RECORDING

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. Confidentiality can only be broken and a concern shared when it is in the best interest of the child, vulnerable adult or public to do so – the circumstances for this are outlined in section 7 above.

All records will be written, stored and destroyed with due regard for confidentiality and in line with Community First's policy on record keeping and in adherence with the Data Protection Act. Staff will be trained and supported to maintain and store accurate records.

11. PROCEDURE IF A MEMBER OF STAFF OR VOLUNTEER HAS A SAFEGUARDING CONCERN:

All Staff or volunteers must raise their concerns with their Line Manager or if they are not available a member of the Senior Leadership Team. If the subject of concern is a member of staff or volunteer see Community First's Whistle Blowing Policy in the Staff Handbook and section 15 of this document.

Things to remember

- All allegations/disclosures will be treated seriously as the safety of the person or child is paramount.
- Staff and volunteers should stay calm, listen and reassure the person they are concerned about that they are being listened to.
- Staff and volunteers should demonstrate a sensitive approach at all times.
- Staff and volunteers should be aware of the possibility of the existence of forensic evidence and seek to preserve it without contamination.
- Staff and volunteers will explain that they are required to share information with their manager but not with other staff or any other service users at this stage unless concerns are severe. If there is immediate danger, or someone requires urgent medical attention, then the police or ambulance should be called immediately and the line manager informed as soon as possible.

11.1 Reporting Procedure

1. Any concerns should be reported immediately to the employee's/volunteers Line Manager or in their absence a member of the Senior Leadership Team who will ensure that Community First's Lead Children's/Adults Safeguarding Managers are informed and can advise.
2. A Safeguarding Concern Referral Form (Appendix 2) will be completed by the employee/volunteer or by the Manager using information related by phone if the worker cannot get to the office to do so. Information recorded on the form must be accurate and wherever possible include the actual words said by the child or vulnerable adult rather than an interpretation of what was said. Specific facts relating to the named people, dates, places etc. should be recorded accurately along with any details of the injuries or consequences i.e. where they are and what they looked like. Information may also need to be transposed on to an Accident/ Incident reporting form under the Health and Safety Policy and Procedures.
3. The Manager will then report the concern to Hampshire Children's/Adults Services where necessary, also providing a copy of the Safeguarding Concern Form, a chronology where appropriate and report to the Community First's Lead Children's/Adults Safeguarding Managers.
4. If a criminal offence has occurred the manager or Community First's Lead Children's/Adults Safeguarding Managers will call the police and any other linked agencies as necessary.
5. Hampshire Children's or Adults Services may then take the lead on any investigation and inform other agencies, where appropriate.
6. The manager or Community First's Lead Children's/Adults Safeguarding Managers will provide any further information to Hampshire Children's Services as required.
7. The relevant staff member will update the service user's record, assessment or support plan.

8. Completed safeguarding concern forms will also be kept centrally by the Lead Children's/Adults Safeguarding Managers, stored in a locked cabinet away from other personal files. Where completed Safeguarding Concern forms are stored electronically, they will be kept on secure servers with restricted access in line with this policy and the Data Protection Policy.

12. MONITORING

Information about safeguarding cases and how they were dealt will be reviewed and reported on regularly at Senior Management Team meetings and to the Board. Areas to focus on include:

- How quickly the concern was reported to the manager
- How quickly a concern was made to the police/Children's/Adults Services
- Accuracy of information recorded
- The quality of the input into the safeguarding process (feedback from police/Children's/Adults Services)
- Outcomes of safeguarding process
- Whether any incidents highlighted training issues or a need to amend in-house procedures

The policy and procedure will be reviewed and audited regularly or if legislation changes.

13. GOOD PRACTICE

13.1 Recruitment of staff and volunteers

1. All staff and volunteers working or coming into contact with adults at risk or children will undergo a DBS check if their role falls within the DBS guidelines
2. All references, including that from the last employer, will be taken up before the start of employment, and should be provided in writing. Community First will make all reasonable efforts to ensure that references are bona fide, and will seek alternatives where in doubt. It is especially important to ensure that references are sought from the most recent employer in all cases (or education provider if appropriate)
3. All staff and volunteers have a duty to disclose any previous or subsequent convictions as defined within the scope of the legislative requirement. Failing to do so will be regarded as gross misconduct
4. Prior to DBS results, staff and volunteers will not be able to work alone with vulnerable adults or children

13.2 Training

1. All staff and volunteers will familiarise themselves with all Community First's policies and procedures, including safeguarding, during induction.

2. All operational staff including project managers and team leaders will attend the organisation's Safeguarding core training and other relevant training as required.
3. All agencies and contractor organisations are required to ensure their employees are familiar with the Community First's safeguarding framework

All Board Members, volunteers and students will be made aware of:

- The possibilities of abuse and neglect of children and vulnerable adults
- Local procedures and know the names and contact details of relevant local and national professionals and organisations.

In addition, Board members will be required to undertake safeguarding training at least biennially (every two years) and volunteers and students should participate in basic safeguarding adults training where possible.

14. MANAGEMENT AND SUPERVISION

Line Managers are responsible for clarifying with staff and volunteers their roles and responsibilities regarding their relationship and safeguarding with children and vulnerable adults. Regular supervision for staff and volunteers will monitor their work and offer the opportunity to raise any concerns.

15. WHISTLE BLOWING

15.1 Safeguarding whistleblowing

This covers concerns that staff have about the conduct of individuals in a position of trust within the organisation, which could be detrimental to the safety or wellbeing of adults and children and where staff, for whatever reason, feel unable to raise them under the organisation's standard complaints procedures.

Any colleague who raises a whistleblowing concern will be treated fairly and confidentially and Community First commits to ensuring such individuals are not subject to any detriment. However, claims that are later found to be vexatious may be treated as disciplinary matters.

It does not cover personal grievances which should be dealt with under the organisations Grievance policy but instead relates to specific categories of act as detailed below:

- Criminal offences
- Failure to comply with an obligation set out in law

- Miscarriages of justice
- Endangering of someone’s health and safety
- Damage to the environment
- Covering up wrongdoing in the above categories

It includes issues about:

- Unprofessional behaviour
- Bullying by staff
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with adults, children and young people which is contrary to the organisation’s policies and codes of conduct
- Any form of racial abuse
- Inappropriate sexualised behaviour
- Knowledge about an individual’s personal circumstances which may indicate they could be a risk to adults and/or children
- Persistent and enduring rumours including un-investigated historical rumours. See Staff Handbook.

16. ROLES AND RESPONSIBILITIES

NAME	ROLE/RESPONSIBILITIES	TELEPHONE
Tim Houghton	Lead Children’s/Adults Safeguarding Manager	07467 941018

Appendix 1

KEY CONTACTS

Adult Services

During office hours:

- Tim Houghton, Lead Safeguarding Children's/Adults Safeguarding Manager – 07467 941018
- Hants Direct Adult Services – 0300 555 1386
- Adult Services Advice Line – 01962 847214
- The Action Elder Abuse Confidential Free phone Helpline - 0808 808 8141 - 9am-5pm

Out of office hours:

- Tim Houghton, Lead Safeguarding Children's/Adults Safeguarding Manager, 07467 941018
- Hants Direct Adult Services – 0300 555 1373

Children's Services

During office hours:

- NSPCC Child Protection Helpline - 0808 800 5000
- Hants Direct Children's Services - 0300 555 1384
- ChildLine - 0800 1111
- NSPCC 24/7 Helpline - 0808 800 500 or help@nspcc.org

Out of office hours:

- Tim Houghton , Lead Safeguarding Children's/Adults Safeguarding Manager 07467 941018
- Hants Direct Children's Services - 0300 555 1373

If you think a crime has taken place

- Local police - 101 non urgent
- Hampshire Police Constabulary - 0845 045 45 45

If someone is injured or in imminent danger, call 999

Care Quality Commission

Helpline Tel: 03000 616161

Disclosure and Barring Service

PO Box 181, Darlington, DL1 9FA

03000 200 190

customerservices@crb.gsi.gov.uk

Appendix 2

SAFEGUARDING CONCERN REFERRAL FORM

(Confidential when complete)

Section A - Details of the person you are concerned about:					
Name:		Age / Date of Birth:			
Home Address:					
Post Code:					
Which gender does the person identify with? Please ✓ a box					
Male	Female	M2Ftrans	F2Mtrans	Unknown	Other
Telephone / Mobile:			Ethnicity		
Current location (if different from above)					
GP Name:			GP Address:		
GP Telephone:					
Has a referral been made to any other organisation; e.g. Police, CQC. Please specify					
Client Group (This data is required for legal recording purposes and the terminology provided by the DH) tick all that apply: Please ✓ a box					
Child		Physical Disability		Frailty	
Dementia/Learning Disability		Mental Health		Substance Misuse	
Sensory Impairment		Unknown			
Other – detail:					
ADULTS ONLY					
<u>Mental Capacity</u>					
Does the person subject of the referral appear to have capacity to agree to the referral?					
Please ✓ a box					
Yes		(Person to sign below)	No		(Person referring to explain & sign below)
<u>Consent of person being referred</u>					
I agree that the information detailed below can be shared with the local authority, police and partner agencies in order to help with this safeguarding enquiry.					
Signed (Service User):			Printed Name:		

Date:									
Reasons for not seeking consent Please give reasons for any decisions to refer without the person's written or verbal consent, for example; other people are at risk of abuse, a person's mental capacity is questionable, this should also be documented in the service user's notes.									
Signed (Referrer):									
Printed Name:									
Date:									
Type of Abuse tick all that apply: Please ✓ a box									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Physical</td> <td style="width: 33%; padding: 2px;">Sexual</td> <td style="width: 33%; padding: 2px;">Financial</td> </tr> <tr> <td style="padding: 2px;">Neglect</td> <td style="padding: 2px;">Psychological</td> <td style="padding: 2px;">Institutional</td> </tr> <tr> <td style="padding: 2px;">Discriminatory</td> <td></td> <td></td> </tr> </table>	Physical	Sexual	Financial	Neglect	Psychological	Institutional	Discriminatory		
Physical	Sexual	Financial							
Neglect	Psychological	Institutional							
Discriminatory									
Other - detail:									
Section B - Details of Concern/ Suspected Abuse									
Please describe as fully as possible: include how it came to your attention, time(s), dates(s) and location(s) of the alleged incident(s) and names of witnesses (if known). Detail any injuries and complete a body map.									
(If necessary continue on a separate sheet of paper and include with fax/email) Additional Sheets Yes/No									
Action taken to protect the victim; details of any measures taken to secure the victim's immediate safety for example, increase in home care visits, admission to hospital or respite care etc.									

Section C - Details of person suspected or alleged to have caused/allowed the abuse (if known)			
Name:	Age / Date of Birth:		
Home Address:	Male	<input type="checkbox"/>	Female
	Ethnicity:		

	Police Log and Date:	
Post code:	Social Services Identification No:	
Telephone / Mobile:		
Current Location if different from above:		
Relationship of person alleged to have caused the abuse to the person at Risk you are concerned about: Please ✓ a box		
Husband/Partner/Wife	Son/Daughter	Stranger
Friend	Neighbour	Health Care Practitioner
Volunteer	Other Resident	Social Care Practitioner
Other - detail:		
Are you concerned about other Adults or Children at risk from the person suspected of causing or allowing the abuse? Please ✓ a box <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide details)		
Does the person suspected of causing the abuse provide care to the victim or any other person? Please ✓ a box <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide details) <input type="checkbox"/> Don't Know?		
Is the person suspected of causing the abuse aware of the allegation? Please ✓ a box <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide details) <input type="checkbox"/> Don't Know?		
Is the person suspected of causing the abuse at risk? Please ✓ a box <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide details) <input type="checkbox"/> Don't Know?		
Detail:		

Section D - Details of person raising the concern	
Name:	Job Title:
Address:	Telephone / Mobile:
Post code:	Email:
Signature:	Date: Time:

