ADULT SAFEGUARDING
HOW DO I RAISE A CONCERN REGARDING AN ADULT AT RISK?

Raising concerns about an adult at risk

If you think you have encountered a situation where an adult is being abused, or is at risk of abuse, you <u>must</u> raise this as a concern as soon as possible. You should always:

1. Inform your line manager (unless your line manager is or appears to be involved - consider the Whistleblowing policy where relevant);

2. Alert the HSC Adult Safeguarding Manager as soon as possible.

3. You should formally raise a concern (alert) by completing the appropriate safeguarding alert form.

You should complete this form with as much detail as possible. Lack of access to the necessary information

should NOT delay reporting the alert.

You should then send the completed form as a confidential document to: Adult Safeguarding Manager, Perruque House, Rue de la Perruque, Castel, Guernsey, GY5 7NT

The form can also be e-mailed to HSC PerruqueHouseAdmin@gov.gg with 'Safeguarding adults concern' as the subject. Please ensure you use secure email to submit the form. For more information about how to send a secure email please contact the adult safeguarding manager.

*REMEMBER: If you suspect that someone is being abused and they are in **immediate** danger you should contact the Police without delay.*

4. Also remember to log your concern according to your internal Incident and Risk Reporting procedure

It is the responsibility of the HSC Adult Safeguarding Manager to manage adult safeguarding referrals and decide how and whether these should be investigated. Once you have contacted the HSC Adult Safeguarding Manager, you should take no further action in terms of investigation, unless you are specifically directed to do so.

Another staff member, or a member of the public, may tell you that an adult is being abused or is at risk of abuse. If you hear such allegations, you should report them, using this process.

Appendix 1: Adult Safeguarding Procedure – Timescales

Situation	Response	Timeframe	Day
Abuse of an adult at risk is observed, suspected, or disclosure made /reported.	1. Staff member (Alerter) Tells their line manager (unless line manager is involved)	As soon as possible Concerns to be reported same day	1
	1. Alerter (or where relevant, their manager) contacts the HSC Adult Safeguarding Manager. Safeguarding referral to be made and must include completion of the inter-agency 'raising a concern' form (Alert) which is forwarded to the Adult Safeguarding Manager. 2. Alerter also logs that a detailed safeguarding concern has already been raised on their own organisations internal system.	Immediately / as soon as possible on next working day (if out of hours)	1
HSC Adult Safeguarding manager receives adult safeguarding referral	HSC safeguarding manager records the information in the sensitive 'adult at risk' (AAR) area of the adult's electronic client/ patient record.	Immediately	1
	HSC safeguarding manager allocates the referral to an appropriate Safeguarding Team Lead or to him- or herself (the 'assigned Lead')	Immediately	1
Assigned Lead receives a referral from the HSC Adult Safeguarding manager	Assigned Lead assesses the situation, records any information in sensitive (AAR) records and decides and records next steps.	Immediately	1

Situation	Response	Timeframe	Day
	If a crime has, or may have, been committed, Assigned Lead contacts the Police	Immediately	1
	If the Police are involved, all the following steps must wait until the Police have confirmed that it is possible to continue with the safeguarding investigation.		
	Assigned Lead carries out a preliminary assessment of risk to the alleged victim, and any immediate steps that need to be taken to protect him or her	Within 4 hours	1
	If other organisations are involved in working with the alleged victim, Assigned Lead holds a safeguarding discussion where relevant	Within 24 hours	2
	If the alleged victim appears to lack capacity, and capacity not already established, a capacity assessment is carried out as part of the safeguarding assessment.	Within 24 hours	2
After preliminary assessment, the Assigned Lead decides to investigate (known as a safeguarding enquiry) or close the safeguarding referral	The alleged victim is asked to consent to an investigation (if s/he has capacity) or it is agreed that an investigation is in the alleged victim's best interests (if s/he lacks capacity) Safeguarding lead to complete the 'response to Alert' form (part B) giving rationale for decisions made (including Where decision **not** to investigation is made).	Within 48 hours	3
	The Assigned Lead convenes a multi- agency Safeguarding Strategy Discussion or meeting with all relevant parties, and appoints an Investigation Lead	Within 5 working days of decision to investigate	4-8

Situation	Response	Timeframe	Day
Investigation (enquiry) commences	The Investigation Lead carries out a Safeguarding Assessment, including interviews with relevant parties, etc. A investigatory report will be prepared following the above and passed to the safeguarding lead at least five days in advance of the conference meeting.	Timeframe to be agreed at Safeguarding Strategy Discussion (Usually within 21 working days)	8 ->
Investigation (enquiry) completed	A **Safeguarding Case Conference** is held to review the evidence gathered during the assessment and investigation to decide on whether abuse has occurred and what protective action to take next	Date agreed at Safeguarding Strategy Meeting	--
	A Safeguarding Plan is produced and agreed at the case conference	Same day as Safeguarding Case Conference	--
Safeguarding Plan in place	The Safeguarding Plan will be followed	Ongoing	--
	The Assigned Lead will hold an initial review of the Safeguarding Plan	The first review must be held within six weeks of the initial conference. Subsequent reviews within six monthly intervals or as determined at initial review	--
Safeguarding Plan no longer needed	**If a review of the plan shows it is no longer necessary**, a decision may be taken to end the safeguarding procedures. To be authorised and rationale documented by the safeguarding lead.	At any time	--