

South Tyneside Safeguarding Adults Procedures: Summary of Stages 2024

Stage	Activity	Responsibility	Suggested Timescale	Documentation
Stage 1 Referral/Contact & Triage	<ul style="list-style-type: none"> Referrer acts to protect the adult immediately. Deal with immediate needs. Speak to the adult (or their representative) about what they want to happen (if it's safe to do so). Consider reporting to Police if a crime. Notify line manager/ Safeguarding Adults Lead of respective agency Record concern/incident and action taken. 	<ul style="list-style-type: none"> Everyone. 	<p>As soon as possible, ideally within same working day of becoming aware of the concern.</p> <p>As soon as possible ideally within one working day of becoming aware of the concern.</p>	<p>Written record made of concern.</p>
	<ul style="list-style-type: none"> Take any further immediate action to identify and address risk(s). Speak to the adult (or their representative) about what they want to happen (if this has not already happened). Seek consent/override consent for sharing concerns on a multi-agency basis. Consider the adult's mental capacity in relation to making decisions about their safety. Consider other reporting duties e.g. Serious Incident (SI) in NHS, to CQC, to Commissioners. Decide if the concerns need to be shared with the Local Authority using the SG Risk Threshold tool. Seek further advice if unsure – from respective organisation Safeguarding Leads or the LA Safeguarding Adults team. 	<ul style="list-style-type: none"> Line Manager. Lead for Safeguarding Adults in referring agency. Any other professional/ member of staff if appropriate. 		<ul style="list-style-type: none"> Safeguarding adults online referral form; or Equivalent multi-agency referral form (e.g. Adult Concern Notification); or Individual agency recording system (if decision is <u>not</u> to share concern with the Local Authority).
<p style="text-align: center;">Concerns not shared on a multi-agency basis under safeguarding adult's procedures if:</p> <ul style="list-style-type: none"> initial enquiries suggest no abuse/neglect occurred; OR there is no consent from the adult, and it is not appropriate to override this, OR concern deemed low level on the SG Risk threshold tool. concern/incident and any actions to manage risk recorded by respective agency. 				

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Stage 1 Referral & Triage (continued)	<ul style="list-style-type: none"> Complete and submit a written STSAB referral. If urgent or a member of the public, telephone's Let's Talk team. <p>NB: Abuse/neglect is reported to the local authority area in which the abuse occurred, usually to the LA SG team.</p>	<ul style="list-style-type: none"> Line Manager. Lead for Safeguarding Adults in referring agency. Any other professional/ member of staff if appropriate. Member of the public (including service users, carers, family members). 	As soon as possible, and within one working day of becoming aware of the concern.	Safeguarding adult's online referral form;
	<ul style="list-style-type: none"> Check social care records for the adult and the alleged person who caused/is causing harm. Determine whether it appears that the adult at risk has care and support needs. Confirm (or otherwise) that the concern relates to abuse and neglect. Determine whether adult is able to protect themselves. Review the actions in place to manage risk and determine whether any other urgent or immediate action needs to be taken, in line with SG Risk Threshold Tool. Provide feedback on decision to person making referral and the adult/representative <u>where possible</u>. Feedback will not be possible in all cases, if the referrer wants feedback this should be requested by the referrer to the Local Authority. 	<ul style="list-style-type: none"> LA Multi-Agency Safeguarding Hub (MASH) or Local authority Safeguarding Adult Senior team or Locality Team Manager (supported by Social Worker). 	As soon as possible, and within one working day of receiving the concern from the individual agency or other source.	Stage 1 Adult Safeguarding Form (on Liquid logic 'Safeguarding Contact' – local authority electronic recording system).
<p style="text-align: center;">Safeguarding adults process ends if:</p> <ul style="list-style-type: none"> it appears that the concern is NOT an adult with care and support needs who is at risk of abuse or neglect and unable to protect themselves. Information recorded and onward referral/signposting completed if required. 				

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Stage 2 s42(1) Initial Enquiry	<ul style="list-style-type: none"> • Ensure Making Safeguarding Personal principles are embedded. <ul style="list-style-type: none"> ○ Ensure contact has been made with the adult at risk/representative or there is justifiable reason for not doing so. ○ Review information about the adult’s mental capacity and consent. ○ Decide whether the adult at risk requires support and representation in the enquiry (advocacy). • Initial information gathered from relevant agencies. • Consider whether the adult (or the alleged person who caused/is causing harm) should be offered a social care assessment. • Assess the level of harm and vulnerability, referring to the SG Risk Threshold Tool. • Consider contextual safeguarding risks – wider risks to others/community. • Decide whether there is a formal responsibility for a s42(2) safeguarding enquiry. • Draw up the initial safeguarding adults action plan which will include reviewing the actions in place to manage immediate risk to the person and /or others 	<ul style="list-style-type: none"> • Local authority Safeguarding Adults Manager (supported by Social Worker). • Relevant partner organisations where others have been caused to make enquiries on behalf of the LA. 	Within Five working days of decision to continue with safeguarding adult’s procedures.	Stage 2 Adult Safeguarding s42.1 Form (Liquid Logic).
	<p style="text-align: center;">Safeguarding Adults s42.1 initial enquiry ends if:</p> <ul style="list-style-type: none"> • enquiries provide assurance that risks are managed, and the adult’s desired outcomes have been met as far as possible. • Safeguarding Adults Plan and outcomes recorded. <p style="text-align: center;">Go to Stage 5.</p>			

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Stage 3 s42(2) Strategy & initial enquiry	<ul style="list-style-type: none"> • Appoint person(s) to undertake s42 enquiries and timescales for completion (30 working days). At Stage 3, there is a shared responsibility of all partners to undertake enquiries and take actions that will help understand and manage risks. • Determine whether safeguarding meeting is required. • Share information to confirm allegation(s) and evaluate risk/s. • Agree what needs to happen next, what further information is required and by when – look for title of section in LAS Action plan. • Continued liaison with adult and/or their representative, including continued consideration of their views and wishes. • Agree what the current Safeguarding Adults Plan is and any reviewing arrangements. All SG Plans need to be reviewed 30 days • Collate evidence, findings and outcome into the safeguarding adult’s enquiry forms in LAS (report). • If agency report, send to local authority Safeguarding Adults Manager for approval. 	<ul style="list-style-type: none"> • Coordinated by local authority appointed person . • Relevant partner organisations if required . 	Within 30 working days of decision to continue with Safeguarding Adults Enquiry	<ul style="list-style-type: none"> • S42.2 Adult Safeguarding Form (Liquid Logic). • Agency Report Form or equivalent.
	<p style="text-align: center;">Safeguarding s42(2) Adults Enquiry ends if:</p> <ul style="list-style-type: none"> • initial safeguarding enquiry discussion(s)/meeting(s) provide assurance that risks are managed, and the adult’s desired outcomes have been met, as far as possible. • Safeguarding Adults Plan and outcomes recorded. <p style="text-align: center;">Go to Stage Five.</p> <p style="text-align: center;">NB: if no assurance risk/s are managed and desired outcomes of adult have not been met the s42(2) concludes, but adult remains in safeguarding adult procedures. Go stage 4 Safeguarding Plan - protection & review.</p>			

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Stage 4 Safeguarding Plan - Protection Plan & Review	<ul style="list-style-type: none"> • SG Adults Safeguarding Core Group¹ identified for ongoing sag planning, protection & review. • safeguarding adult’s meetings convened every 30 days to evaluate risk • Evaluate risk and Safeguarding Adults Plan in place. • Continued liaison with adult and/or their representative. • Safeguarding meeting continue where there is ongoing risk 	<ul style="list-style-type: none"> • Coordinated by local authority Safeguarding team & core group • Relevant partner organisations including Key Worker. 	<ul style="list-style-type: none"> • Core Groups to occur every 30 days following initial safeguarding meeting and then subsequent review. • 	Safeguarding Plan (Liquid Logic).
<p>Safeguarding procedures ends if:</p> <ul style="list-style-type: none"> • there is assurance that risks are managed, and the adults’ desired outcomes have been met, as far as possible. • Safeguarding Adults Plan and outcomes recorded. <p>NB: Safeguarding Adults procedures continue if risks remain, and desired outcomes have not been met – reoccurs . Go to Stage Five.</p>				
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Stage 5 End of Safeguarding Adults procedure	<ul style="list-style-type: none"> • Ensure agreed Safeguarding Adults Plan is known to all relevant organisations and applied in day-to-day work with individuals concerned. • Discuss outcomes and closure of procedures with adult/representative. • Record what impact the actions taken have had on the level of risk. • Consider any lessons learnt and disseminate as appropriate. • Complete all safeguarding adult’s documentation and sign-off safeguarding adults process. 	<ul style="list-style-type: none"> • Local authority Safeguarding team. • Relevant partner organisations if involved. 	At any point from Stage 2 onwards.	Closure form generated within Liquid logic.

¹ Core Group refers to the group of key people responsible for developing and implementing the safeguarding plan.