**Safeguarding Adults Enquiry Form**



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| **Basic Demographic Information** | |
| Name: |  |
| Address: |  |
| DOB: |  |
| NHS Number: |  |
| Gender | Choose an item. |
| Ethnicity: | Choose an item. |
| Primary support reason: | Choose an item. |
| Next of Kin or Significant Other: Emergency contact: |  |
| Type of accommodation in which you live: |  |
| **Current status of the Safeguarding Adults form** | |
| Choose an item. | |
| **This record summarises the conversation we have had with you about the safeguarding concern we have been made aware of. It aims to consider your understanding of the situation, whilst balancing any current or future risks against the criteria of a Section 42 enquiry under the Care Act 2014.** | |

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| **Communicating with you** |
| **We discussed you being able to fully participate in this conversation and agreed you:**  Choose an item.  Guidance note: We should aim to decide as early as possible how we are going to provide support that the person needs to participate in any enquiries which we need to make and consider whether that be with the support of an appropriate person such as a family member or friend who is objective or a peer advocate or someone else i.e. their LPA, an interpreter, paid advocate etc. If support is required, please select from the items below.  **We decided you required Choose an item. to support you in communicating your views and wishes and the arrangement we have made are detailed below –** |
| **Because of your disability we have considered whether you need an expert to help you communicate and express yourself to us, in order for us both to be able to fully understand one another.**  Guidance: Drop down option - Only tick if appropriate  Choose an item. |
| **We have decided this** Choose an item. |
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| Guidance – Please provide further details on the above decision and if support is required please specify what is needed.  **We agreed if this changed at any time during our work with you we could reconsider accessing or ending it. Further details about this are recorded below:** |
| **Did this decision about requiring support change during the course of the enquiry?**  Choose an item. |
| Free text  Guidance: provide any further details below including the reason why this changed. |

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| **The reasons why an adult concern has been shared with us** |
| Guidance - This section should include the detail of the concern. It should make the information we have received clear and understandable to the person and should be written in a narrative in terms our statutory responsibilities, so the person has a good understanding of why we have become involved.  We would expect to see   * Details of the referrer * Detailed information on the concern * Any potential risks which have been identified including risk to others * Evidence of any immediate protection planning which has needed to happen from the person raising the concern; what that was, and the current circumstance. * Do we need to consider at this point if there is a need to involve Police -Has a possible crime been committed? * Consideration on who is the most appropriate person appointed as Section 42 enquiry lead   **Type of abuse:** Choose an item.  **Source of Risk –** Choose an item.  **Setting of abuse –** Choose an item. |

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| **Your views about the concern** |
| **We considered your views on consenting to the safeguarding enquiry and decided you;** |
| Choose an item. |
| Guidance - We need to obtain the views of the person about the concern, as well as consider the views of others. This may mean consideration of a face to face contact via a home visit or virtual meeting or whatever means necessary to establish the facts and evidence. Whilst doing this we must adhere to the “Making Safeguarding Personal” agenda which does not mean ‘walking away’ simply if a person declines safeguarding support and/or a S42 enquiry. That is not the end of the matter. Empowerment must be balanced for example, with Duty of Care and the principles of the Human Rights Act (1998) and of the Mental Capacity Act (2005). The Care Act states people must not simply be abandoned in situations where they either lack capacity; a crime has been committed or its in wider public interest or where we have concern of undue influence and /or coercion.  The view of the person and the outcomes they want to achieve in relation to the concern should look to cover:   * Their understanding of their need for care and support; * Their understanding of the risk of abuse or neglect; * Their view on their ability to protect self; * The impact on the person’s wellbeing and their wishes; * The impact on relationships; * The understanding of the potential likelihood of future concerns occurring or an increased risk for others if we don’t do anything further; * The views of the person should look to obtain what action should be taken about the person or organisation causing the alleged abuse. |
| **We talked about the safeguarding concern and you told me** |

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| **The views of other people in relation to this to the concern** |
| Guidance: The views of others, particularly significant others or professionals currently involved with the person should be explored and captured in order for us to be able to consider all of the details and factors needing to be taken into consideration in relation to the concern and the associated risks. Views of others should focus on;   * Who provide this information; * In what context; * Their history with the person; * The current evidence provided; * Their consideration of the presenting risk; * Their consideration of the impact on relationships; * Whether they consider there is a risk of repeated abuse.   An overall consideration of all of the information should be provided in written narrative in a way which is meaningful to the person. |
| **As part of our enquiries we need to be able to fully understand your circumstances, needs and risks you face. In order to this we sometimes need to explore the views of others. Other people with whom we have spoken to have advised:** |

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| **Other information we have taken into consideration with you** |
| **Guidance**   * Type of abuse * Indicators- 3rd party info/corroborative info/practice tools e.g. clutter index * Pattern- others affected/repeat allegations * Level- criminal offence relationship adult and perpetrator * Persons insight, any coercion/control, their wishes |
| **As part of our enquiries into the concern, we have considered other information which could be important and relevant to inform the level of risk and what actions may be needed. The information we have gathered includes** |
| **Together we have considered the criteria of an adults safeguarding enquiry and we have agreed:** |
| You are an adult who has needs for care and support (whether or not we are meeting any of those needs)  You are an adult who is experiencing, or is at risk of, abuse or neglect  As a result of those needs you are unable to protect yourself against the abuse or neglect or the risk of it. |
| This means that;  There was no evidence to support the original safeguarding concern;  There was evidence to support the safeguarding concern which we have confirmed did not impact on your wellbeing;  There is evidence to support the safeguarding concern which we considered did impact on your wellbeing;  There is evidence that you are currently experiencing risk which we consider meets the criteria for an “other” safeguarding enquiry;  There is evidence that you meet the criteria for a S42(2) safeguarding enquiry. |
| Guidance note If person does not meet S 42 (2)   * Consideration of wellbeing principle of Care Act –protection from abuse and neglect * Consideration of Human Rights |
| **We have discussed the reasons why the concern about you does not require an enquiry under S42 (2) to be made and what else could be considered to support you at this time and we have agreed that;**  Choose an item. |
| **The reason for that decision is because** |

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| **Second Part of form S42 (2) Record** |
| **Other professionals, services, family and friends who are involved with you or who could help us to co-ordinate our approach.**  **We considered your consent to agreeing to other professionals, family and friends who are involved with you sharing information with us about the safeguarding enquiry and agreed you**  Choose an item. |
| Free Text  Guidance- provide any additional information required |
| Guidance - This section should detail who you have identified you need to speak to during this enquiry including any view and/or actions agreed.  **Who we have spoken to during this enquiry:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Relationship | Date last contact with | Views | Action | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| **What does a good life look like to you? What would you like to achieve?** |
| Guidance - We need to understand what it is the person would like to achieve from working with us in order to reduce the impact or prevent the likelihood of this situation happening again. This should include consideration of:   * What does safe look like for the person? * What are their views and wishes on the presenting situation, risk/concern? * What impact is this situation having on their wellbeing?   What do they want to happen to make feel safer?  **We have discussed what is important to you in order to feel safe and protected and the following describes our discussion:** |
| Free Text |
| Guidance: After establishing outcomes we need to have a discussion with the person about the evidence gathered and the implications for achieving their outcomes.  If there is evidence of likelihood or abuse re-occurring or there are residual actions, we need to be clear how and who is going to address them.  **We discussed the likelihood of the abuse re-occurring in the future, as well as any actions that were immediately taken to keep you safe from harm. We explained what will happen next in this enquiry and who is going to do this:** |
| Free Text |
| Can the S42(2) be ended? – if yes complete the below questions and go straight to feedback about enquiry, if no continue on below to S42(2) enquiry  **Risk outcomes**:Choose an item. |

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| **What immediately needs to change and what actions need to be taken?** |
| **S 42(2) enquiry**  In this section you might just need to record what action has been taken retrospectively as opposed to future safety planning, but this will be decided based on the information you have gathered throughout your enquiry and should be evidenced in the free text box below.  Guidance- It is important to start with the individual and what matters to them. It recognises their strengths and capabilities and is transparent, open, inclusive and encourages autonomy. Risk is a necessary fact of life, so do not necessarily try to eliminate all risks or to safeguard at all costs, but rather take a balanced approach to identify and differentiate between manageable and unmanageable risk to the individual and others and the individual’s wellbeing  When evaluating risk, you should consider the interplay between likelihood, imminence, and impact:   * How likely is it that harm will occur/re-occur? * How soon might that happen? * How serious is the harm which may be caused: what exactly might happen – to whom, by whom, and under what circumstances |
| **We have talked about what has immediately changed because of the risks you had or continue to experience. We have also considered if other actions may need to be taken to either reduce the impact or prevent the likelihood of this situation happening to you again in the future.** |
| **We discussed if we needed to develop a plan to support you in managing the risk of abuse. We decided this** Choose an item.**required. Our reasons for this are** |
| Free Text  Guidance we should aim to describe below the rational for the decision made above |

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| **Your Safeguarding Plan – Only complete if required** |
| Guidance – This section should detail the ongoing safeguarding plan which requires further intervention. It should also specify what follow up action should be taken and the responsibility about the person or the organisation responsible for the abuse or neglect;  Safeguarding plans should be proportionate and provide clarity about how it focusses on protecting the person from harm and how it promotes their wellbeing as specified by them. They should balance our duty of care to safeguard the person’s welfare and the individual’s rights to autonomy.  **Helping you to be safe and protected from potential harm or abuse is an important part of our legal duties. We have identified there are ongoing risks, and these are detailed below with the actions we have discussed that will be taken.** |
| **Detailing ongoing actions :**   |  |  |  |  | | --- | --- | --- | --- | | **Action** | **Responsible person** | **Date to be achieved** | **Does the person agree to this action?** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  | | --- | | **We discussed if you had any disagreements to this plan and the details are described below** | | Free Text | |
| Review date to be entered here and by whom (professional).  **We agreed we would review this plan by:** |

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| **Your feedback about this enquiry** |
| Guidance  Throughout your work with the person you will have engaged with the person in a conversation. Making Safeguarding Personal means our intervention should be person-led and outcome-focused from the outset. It should engage the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.  This section reflects on what the person wanted to achieve (recorded in the Your Views section), consider the evidence; circumstances, risks and interplaying factors and summarise the work which has been undertaken applying the 6 principles Empowerment, Prevention, Proportionality, Protection, Partnership and Accountability of adult safeguarding.  Consider with the person and record. Did they:   * understand why people did what they did to try to support them feel safe? * feel listened to during conversations and meetings with people about helping them to feel safe? * Did you feel in control of the situation? * Did they feel consideration was given to their overall situation? * How happy are they with the end result of what people did to try and keep them safe? * Did they feel that they are safer now because of the help from people dealing with the concern? * Did the person think their outcomes have been achieved?   This must include to the person about any actions taken with the alleged perpetrator/organisation. |
| **We talked about the how we worked together about the safeguarding concern and you told me** |

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| **Data questions for SAC return and performance reporting (not for print)** |
| **Note the data set below is required information. Please complete accurately.** |
| Was the individual or individual's representative asked what their desired outcomes were?  Choose an item. |
| If outcomes were expressed, did the person or their representative feel that the desired outcomes were achieved? Choose an item. |
| Was a safeguarding plan agreed?  Choose an item.  If so, did all involved agree? Choose an item.  If there was disagreement provide further details |
| Where a risk was identified what was the outcome?  Choose an item.  Guidance – this next question only to be used when safeguarding ended at persons request but risk remains.  Safeguarding enquiry closed at persons request- Choose an item. |