# SET SAF – SAFEGUARDING ADULT CONCERN FORM

|  |  |
| --- | --- |
| Adult reference number (Local authority/health/police number if known) |  |
| Date form completed |  |

# **Section 1: Tell us if the concern is for a person or an organisation** (Please complete as much of this as is known – if not known put not known).

|  |  |
| --- | --- |
| Name of adult who you are concerned about |  |
| Organisation |  |
| Home address |  |
| Telephone number |  |
| Age |  |
| Date of Birth (in order day, month, year) |  |
| Gender |  |
| Ethnic origin and or nationality |  |
| Does the adult have any communication needs? If yes, please give brief details |  |
| Is the adult in receipt of any social or health care services? If yes, please give brief details |  |
| Do you consider this adult to require support through Transitional safeguarding? If yes, please give brief details  *Transitional safeguarding is an approach to safeguarding young people from adolescence to adulthood.* |  |
| Are they aware of this referral? If not, why not |  |
| Have they agreed to this referral? If not, why not |  |
| Has the adult consented to sharing this information and is there anyone that they wouldn’t want this information shared with? |  |
| Is it safe to make contact? Would it be safe for the GP or another organisation to make contact?  If no, please give details of how contact could be made safely, including a safe time of day |  |

# **Section 2: Risk of harm to self and others.**

|  |  |
| --- | --- |
| Does the person continue to be at risk of harm? If yes, please give brief details |  |
| Does the person pose a risk of harm, have a history of violence or aggressive behaviour that social care needs to be aware of? If yes, please give brief details |  |
| Are there other people who may be at risk of harm? If yes, please give brief details |  |
| Are there any known risks from any person in the household? If yes, please give brief details |  |

# Please answer the following questions relating to children

|  |  |
| --- | --- |
| Are there any children within the household? If yes, please give brief details |  |
| Are there any children who may be at risk of harm? If yes, please give brief details |  |
| If yes, has a child safeguarding referral been submitted to Children’s Service (see contact details at the end of this document) |  |
| If not, please give reasons |  |

# **Section 3: Details of the concern(s) being raised**

|  |  |
| --- | --- |
| Time of incident |  |
| Date of incident |  |
| Location of incident |  |
| What is the concern? |  |
| What would the adult like as an outcome of the enquiry? |  |
| Brief factual details of the incident. This should include a clear factual outline of the concern being raised with details of times, dates, people and places where appropriate. |  |
| What actions have been taken to date to safeguard the individual? |  |
| Are any other professionals aware of this concern? |  |
| Are the Police involved? If yes is there a crime incident number? |  |
| If injuries are present, please give a brief/accurate description and detail any medical attention sought |  |
| Was the Doctor/GP informed? Yes or No |  |
| Name of Doctor informed |  |
| Date and time of information given |  |
| Has a body chart been completed? If completed please send with this form |  |

# **Section 4: Relative and/or Name of Main Carer**

|  |  |
| --- | --- |
| Name |  |
| Relationship to adult |  |
| Contact Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Is relative and/or carer aware of this referral? |  |

# **Section 5: Details of person(s) alleged to have caused harm if abuse is suspected.** **If self-neglect, please move on to Section 6.** Please complete as much of this as is known.

|  |  |
| --- | --- |
| What is the name of the person(s) alleged to have caused harm |  |
| What is the address of the person(s) alleged to have caused harm |  |
| What is the relationship between the person(s) alleged to have caused harm and the adult who is the subject of the concern? |  |
| Do they live with the adult at risk? If yes, please complete the next part |  |
| What is the occupation of the person alleged to have caused harm |  |
| Does this person hold any position of trust (paid or voluntary)? |  |

# **Section 6: Please provide details of the person raising the concern -** We cannot guarantee your anonymity but will try to keep your details confidential if you prefer.

|  |  |
| --- | --- |
| Name |  |
| Date |  |
| Job Title and/or Relationship to adult referred |  |
| Organisation and address (if applicable) |  |
| Telephone number |  |
| Email address |  |
| Can your details be shared with third parties? |  |
| Do you live with the adult you are concerned about? |  |
| Do you prefer to remain anonymous? If yes, please give your reasons |  |

# **Section 7: Details of person completing the form** (add only if different to section 6)

|  |  |
| --- | --- |
| Name |  |
| Date completed |  |
| Job title and/or relationship to adult referred |  |
| Organisation (If applicable) |  |
| Contact Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Where appropriate have you informed your safeguarding lead of this concern? |  |
| Name of safeguarding lead in your organisation |  |
| Email of safeguarding lead |  |

# Section 8: Type of abuse suspected. Please select which form(s) of abuse you suspect – enter ‘Yes’ to all you believe are applicable:

|  |  |
| --- | --- |
| Domestic abuse |  |
| Discrimination |  |
| Emotional/Psychological |  |
| Financial |  |
| Modern Slavery |  |
| Neglect & Acts of Omission |  |
| Organisational |  |
| Physical |  |
| Radicalisation |  |
| Self-Neglect |  |
| Sexual |  |
| Other (please specify) |  |

**FOR HEALTH STAFF ONLY – HAVE YOU COMPLETED YOUR LOCAL INCIDENT FORM PRIOR TO SENDING THIS FORM**

# Completed forms should be sent to your relevant Local Authority:

# Southend

* By Email: [accessteam@southend.gov.uk](mailto:accessteam@southend.gov.uk)
* Making a referral/enquiry by telephone: 01702 215008

(the option 5 then option 1)

* Out of hours: 0845 606 1212
* Statutory Agencies – 0300 123 0778
* To make a referral to [Children’s Services](https://safeguardingsouthend.co.uk/how-to-report-abuse/):
  + By Email: [C-SPOC@southend.gov.uk](mailto:C-SPOC@southend.gov.uk)
  + By Phone: 01702 215007 then option 1
  + Out of hours 0845 606 1212

# Essex

* By Email: [BusinessSupportAdultSOVAs@essex.gov.uk](mailto:BusinessSupportAdultSOVAs@essex.gov.uk)
* Making a referral/enquiry by telephone: 0845 603 7630
* Out of hours: 0845 606 1212
* Statutory Agencies – 0300 123 0778
* To make a referral to [Children Services](http://www.escb.co.uk/working-with-children/concerns-about-the-welfare-of-a-child/):
  + By Phone: 0345 603 7627 or out of hours 0845 606 1212

# Thurrock

* By Email: [Thurrock.First@thurrock.gov.uk](mailto:Thurrock.First@thurrock.gov.uk)
* Making a referral/enquiry by telephone: 01375 511000
* Out of hours: 01375 372468
* To make a referral to [Children’s Services:](https://www.thurrocklscp.org.uk/p/reporting-concerns)
  + By Email: [thurrockmash@thurrock.gov.uk](mailto:thurrockmash@thurrock.gov.uk)
  + By Phone: **01375 652802 or out of hours 01375 372468**