

# Raising a Safeguarding Adults Concern: Checklist

**Tel: Norfolk Adult Social Care: 0344 800 80 20**

This checklist is to assist you to have the right information when you are raising a safeguarding adult concern. We know that it is often a stressful conversation and you may forget vital information when you make the call. Do not worry if you do not have all the information below.

Concerns will always be considered when some of this information is not available.

	Essential	Desirable
<b>Name of Alerter</b> (You can remain anonymous)		✓
<b>Contact details of Alerter</b>		✓
<b>Relationship to Victim</b>		✓
<b>Organisation of Alerter</b>		✓
<b>Name</b> (of adult at risk)	✓	
<b>Address of Adult</b>	✓	
<b>Address, if different, of place of alleged abuse</b>	✓	
<b>Contact details of Adult at risk</b>	✓	
<b>Details of Category of Vulnerability</b> (Older, frail, Mental Health, Learning Difficulties etc.)	✓	
<b>Date of Birth or Age</b>		✓
<b>Gender</b>		✓
<b>Ethnicity</b>		✓
<b>Religion</b>		✓
<b>Capacity and understanding</b>		✓
<b>Communication needs</b> (sensory loss, language, other)		✓
Name of Alleged Perpetrator		✓
Address of Alleged Perpetrator		✓
Date of Birth of Alleged Perpetrator		✓
<b>Details of Referral</b> - You need to consider the following so that the person taking the referral decision can gain adequate information		
<b>Nature of abuse/incident</b>	✓	
<b>When did it happen?</b>	✓	
<b>Where did it happen?</b>	✓	
<b>Was anyone else involved?</b>		✓
<b>Was the incident witnessed?</b>		✓
<b>Have you had previous concerns regarding this person? If so what?</b>		✓
<b>Does the adult at risk of abuse or neglect know you are making this referral?</b>	✓	
<b>What does the person want to happen?</b>		✓
<b>Have you done anything to assist the adult at risk at this time?</b> (What actions have been taken?)	✓	
<b>How do you want to be contacted in the future?</b>	✓	

# Raising a Safeguarding Adults Concern: Reminder

- ❖ A safeguarding adult referral is about fuller consideration with multi-agency partners on the best way forward – the concern does **NOT** necessarily lead to a section 42 enquiry under formal safeguarding adults procedures.
- ❖ A safeguarding adult concern is about finding the best way to support the individual – it accesses wider multi-agency information, perspectives, skills and resources
- ❖ A safeguarding adult concern is about accountability, openness and transparency – it is about learning and improving care to the person concerned
- ❖ A safeguarding adult concern is **NOT** about pre determining that neglect or abuse has occurred. It is the start of seeking more information, finding out if something went wrong and then putting it right

*Adapted from: Safeguarding Adults: The role of Health service practitioners,  
(14 March 2011)*