Checklist for Providers Dealing With a Safeguarding Concern

- Has the safeguarding concern been reported to SCD or EDT in a timely manner? If not explain reasons
- Provide date and time of incident, background and detail
  - Was this a one off isolated incident?
  - Was the incident witnessed by staff members? If not did anyone else witness it and how long was it before staff intervened?
- Refer to Safeguarding Risk Threshold Tool to decide on the seriousness of the incident and whether it needs to be reported. Not every incident needs to be reported. Unfortunately, it is not possible to have “hard and fast” rules. This will need to be determined by the level of risk, harm, impact and whether a potential crime has taken place. As a rule of thumb incidents or concerns that need to be reported to a family member also need to be reported to the case worker or SCD or EDT and recorded appropriately on SSID.
- A safeguarding concern will be logged as a Section 42 Safeguarding enquiry if it does not meet the threshold for formal Adult Protection procedures. In these circumstances, it is essential that the provider works closely with the case worker or appropriate professionals to resolve the concerns e.g. risk management and reassessment of needs.
- Identify where possible, if the victim has capacity to consent to a referral. If yes, have they consented to an Adult Protection referral being made?

To establish if a person has capacity to consent to an Adult Protection referral being made, consider if the victim understands what an Adult Protection referral means?

- Can the victim remember the incident or that an Adult Protection referral is to be made?
- If the victim has capacity to consent to an Adult Protection referral being made state this in the referral information.
- If the victim has capacity to make a decision on whether an Adult Protection referral is made and they do not want to report the matter you must still refer the matter to Social Care Direct for SCD or LO will decide on how to progress this.
- If in doubt please contact Social Care Direct on 03000 26 79 79 or Safeguarding Team on 03000 268 198 for advice

- Where service users do not have capacity to consent has provider informed family of safeguarding incident?
- Identify any injuries to either victim or perpetrator as a result of adult protection incident.
- Explain how victim is after the adult protection incident? Is there evidence that they are safe and that the impact of the safeguarding incident has been considered.
- Where the adult protection incident involves service users identify if there are any other adult protection incidents between the same 2 residents or other users/staff in the care home? Please ensure that this is this being monitored/managed with any risks to victim and other users being minimised?
- Identify evidence where provider has handled the adult protection incident quickly and appropriately?
- Explain any action taken by provider to minimise future adult protection incidents
- Complete CQC notification where appropriate