

Summary Table for Stage One – Raising a Concern

Stage 1 Raising a Concern	Action	Responsibility	Timescale
Identifying a concern	<ul style="list-style-type: none"> • Make sure that the person is safe • Talk with adult at risk and establish concern • Assess situation and take any emergency actions – 999 • Make sure that the person is safe • Ensure any crime scene is not disturbed • Report to line manager • Ensure the safety of other adults/children & young people 	<p>Everyone</p> <p>All professionals</p>	Immediate
Clarifying the situation	<ul style="list-style-type: none"> • Confirm concern, capacity, consent • If a crime, report to police • Arrange support for the adult at risk, and if the person alleged to have caused harm is also adult at risk, arrange support for them too • Report to children & families concerns regarding children & young people • Take any immediate action deemed necessary under agency policies 	Manager/senior	Immediate
Questions	<ul style="list-style-type: none"> • Has abuse or neglect happened or is it likely to have happened? • Is the adult able to protect themselves? • Do they have capacity? • Is there a vital or public interest? • Has a crime been committed? 	Manager/senior	
Decisions	<ul style="list-style-type: none"> • Refer to the police • Refer to the local authority • Overriding the wishes of the person 	Manager/senior in all organisations	As soon as possible, avoid any delay
Stage 1	Action	Responsibility	Timescale

Raising a Concern			
Referral to local authority	<ul style="list-style-type: none"> • Undertake checks • Inform other professionals • Identify SAM • Feedback to referrer 	SA Referral Point	Same day
Questions	<ul style="list-style-type: none"> • Is it safeguarding? • What other actions need to be taken? • Is an advocate needed? • Does the person have capacity to make informed decisions? • What are the risks? • What is a proportionate response in this case? 	SA Referral Point Manager/SAM	
Decisions	<ul style="list-style-type: none"> • Who is best person /organisation to assign the enquiry • What support is needed • How to manage immediate risks 	SAM	Same day

Figure 1 Flowchart Raising Concerns and decision making for enquiries

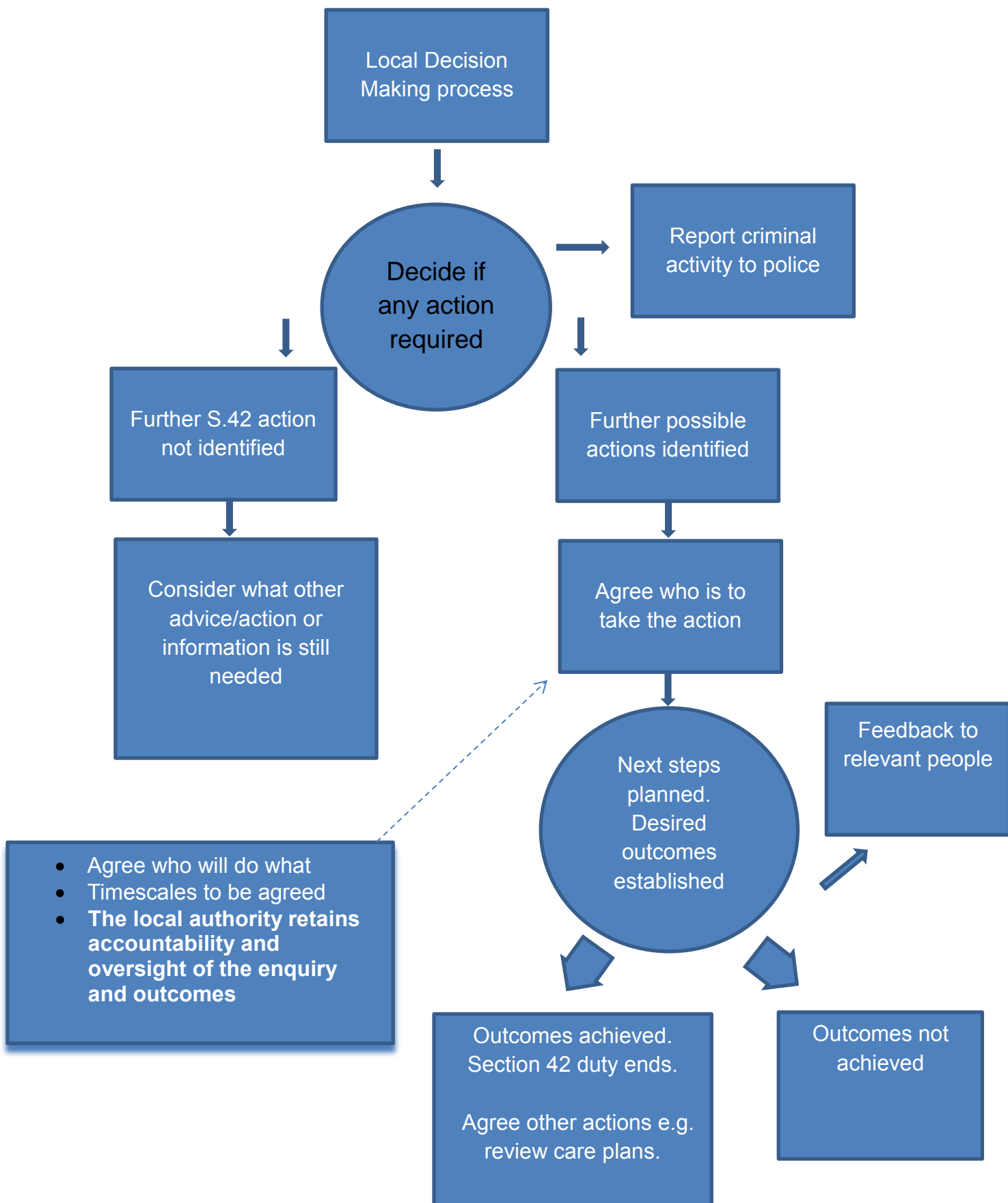
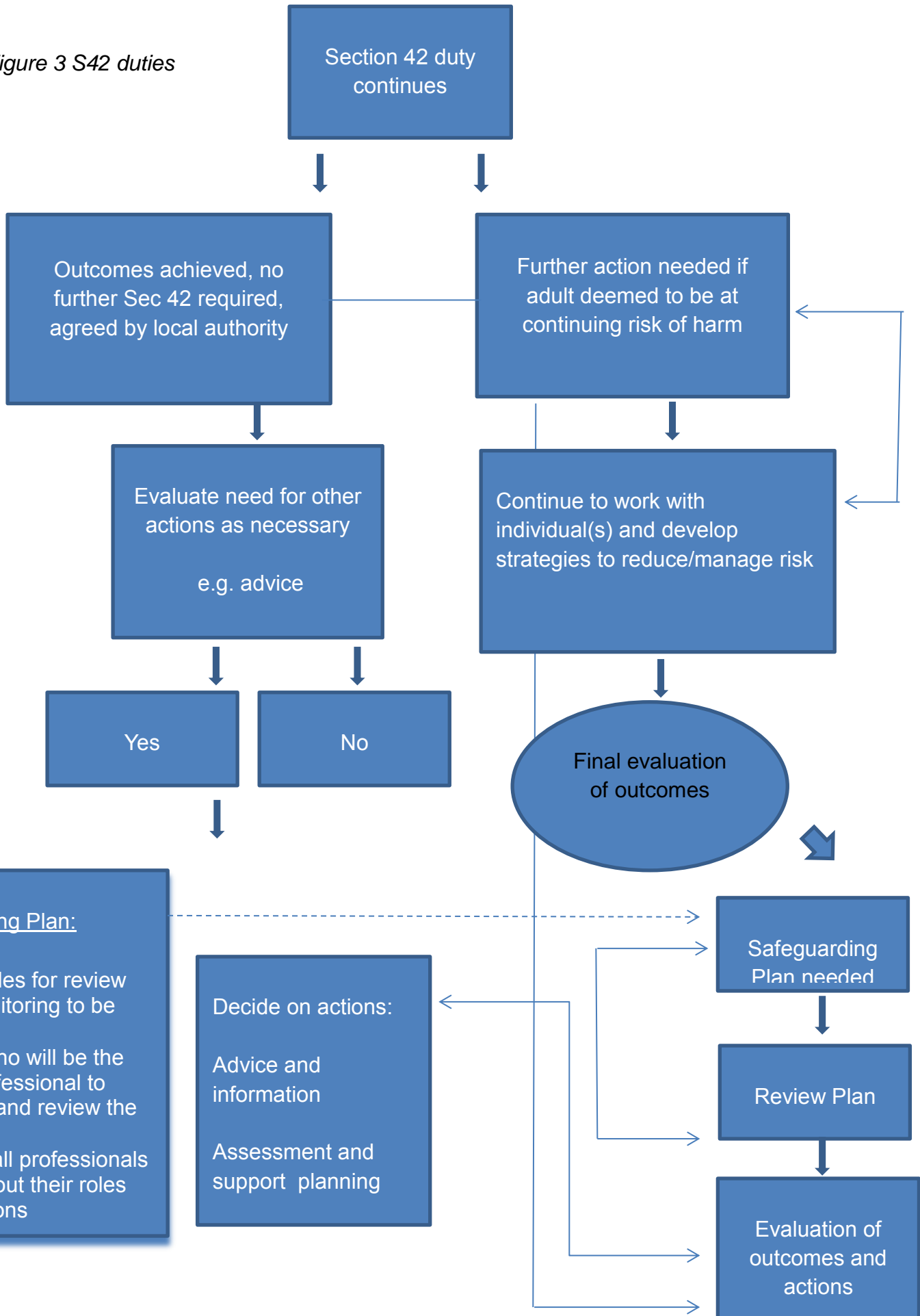


Figure 3 S42 duties



Timescales

In line with personalised safeguarding, timescales are a suggested guidance and not a performance target. Timescales are reliant on two variables (1) the adult at risk and the need for supported decision making and (2) the level of risk and the urgency of the situation. At all times the safety of the person is paramount and action should be taken regardless of timescales.

Summary Table for Enquiries, with indicative timescales

Enquiries	Action	Responsibility	Timescale
Initial Response	<ul style="list-style-type: none"> Initial conversation with the adult at risk 	Enquiry Officer	Within 24 hours of the concern being progressed to an enquiry
Information gathering	<ul style="list-style-type: none"> Background checks and making contact with other professionals Capacity assessment Clarifying desired outcome Identify risk and implement any actions to mitigate against risk	Enquiry Officer	Within 5 days following initial conversation
Enquiries	Action	Responsibility	Timescale
Questions	<ul style="list-style-type: none"> What needs to be done to mitigate risk? What support is available from the personal network /community? Is the desired outcome achievable? Is there a need to progress further? 	SAM & Enquiry Officer	
Decisions	<ul style="list-style-type: none"> Progress under Section 42 Close Refer for other support 	SAM	Total of 6 days for initial response

Further Section 42	Action	Responsibility	Timescale
Safeguarding Planning	<ul style="list-style-type: none"> • Obtain adults views about strategies and any further risk management • Map out support to adult • Ensure proper support for decision making by adult • Convene Core Group • Reassess Risk • Agree strategy and draw up plan 	<p>Enquiry Officer</p> <p>SAM Core Group</p>	<p>Within 5 working days from decision to pursue Section 42 enquiry</p>
Implementation	<ul style="list-style-type: none"> • Implement the plan • Review risk 	<p>Enquiry Officer and any other bodies identified by the Core Group</p>	<p>Within 20 working days of the planning agreement</p>
Reports	<ul style="list-style-type: none"> • Draft report and discuss with adult • Quality Assure report • Disseminate report 	<p>Enquiry Officer</p> <p>All managers and SAM</p> <p>SAM</p>	<p>Within 3 days of implementing the plan</p>
Questions	<ul style="list-style-type: none"> • Have the outcomes been met? • Is there any other action needed? 		
Decisions	<ul style="list-style-type: none"> • Is there a need for a formal meeting? • Can action be closed to safeguarding? • Is there a need for a Review? 	<p>SAM in consultation with the adult at risk and Core Group members</p>	<p>Within 3 days of disseminating the report</p>

