

Stage Four: Closing the Enquiry

Timescale: The adult safeguarding process may be closed at any stage.

Purpose

To complete and sign-off the adult safeguarding process.

What to do

Please Note: For institutional abuse and complex/high risk interventions, case closure must be agreed by S.A.M.'s line manager.

Enquiry Officer with S.A.M. oversight:

Inform all relevant parties of the decision to close the safeguarding case. Advise them on how and who to contact with agreement on how matters will be followed up with the adult at risk if there are further concerns. It is good practice where a care management assessment, Care Programme Approach (CPA) assessment or review, reassessment of care and support, health review, placement review or any other pre-booked review is due to take place following the safeguarding enquiry, for a standard check to be made that there has been no recurrence of concerns.

1. Ensure all necessary actions have been taken.
2. Agree closure with the adult at risk.
3. Refer for assessment and support where required.
4. Provide information and advice.
5. Update and inform all organisations involved in the enquiry.
6. Give appropriate feedback to the person raising the concern.
7. Take action with the person alleged to have caused harm.
8. Take action to support other adults with care and support needs.
9. Refer children and young people to Children and Family Services (if necessary).
10. Note outcomes and ask adult at risk to evaluate them.
11. Consider whether a SAR is required.
12. Identify any lessons to be learnt.
13. Make sure that all recording is up to date. Note the reason for case closure and the views of the adult at risk.



The adult safeguarding process may be closed but other processes may continue – for example, disciplinary proceedings or professional body investigation. These processes may take some time. Where there are outstanding criminal investigations and pending court actions, the adult safeguarding process can also be closed providing that the adult is safeguarded. Decide how to monitor the effect of these processes on the adult at risk.

All closures, no matter at what stage, are subject to an evaluation of outcomes by the adult at risk. If the adult at risk disagrees with the decision to close the safeguarding process, fully explore their reasons and offer alternatives.