**AIS adult safeguarding checklist – allocated cases – via Croydon adult support (CAS) team**

|  |  |  |
| --- | --- | --- |
| **Action** | **By who** | **Guidance** |
| * Receive, screen and copy / record referral info * Create contact form * Complete contact information | CAS team |  |
| * Create s/g assessment form * Complete start dates on front page of s/g assessment form * Copy referral information to s/g assessment form, save & close | CAS team |  |
| * Create safeguarding concern case note * Workflow safeguarding concern case note to CDT triage * No further action for contact centre | CAS team |  |
| * Screen safeguarding referral information * Determine that case is allocated to worker in community team * Workflow concern case note to allocated worker and team Sa worker | CAS team Social Worker |  |
| * Receive and screen information on s/g assessment form * Consider appropriateness of safeguarding concern * Record initial SAM discussion. Consider consultation panel below | Allocated worker/  SAM |  |
| * Is panel discussion required for decision to raise safeguarding concern? * Create / complete Safeguarding panel request case note * Send email request to [adultsafeguardingpanel@croydon.gov.uk](mailto:adultsafeguardingpanel@croydon.gov.uk) | Allocated worker/  SAM |  |
| * If agreed that safeguarding concern is inappropriate – * Complete minimum requirements of s/g assessment form * Inform referrer of reasons | Allocated worker/  SAM |  |
| * If agreed that safeguarding concern is appropriate – * Add safeguarding involvement for self while completing safeguarding triage * Add triage SAM involvement while acting as SAM for safeguarding triage | Allocated worker /  SAM |  |
| * Record initial SAM on safeguarding assessment form (notes box) * Complete safeguarding assessment form * Record final SAM on safeguarding assessment form (authorisation box) | Allocated worker / SAM |  |
| * Is panel discussion required for decision to conduct S42 enquiry? * Create / complete Safeguarding panel request case note   Send email request to [adultsafeguardingpanel@croydon.gov.uk](mailto:adultsafeguardingpanel@croydon.gov.uk) | Allocated worker |  |
| * Create safeguarding enquiry needed case note (RAG) if enquiry agreed * Workflow s/g enquiry needed case note to S42 enquiry team (2165370) * Workflow s/g enquiry needed case note to business support (2210883) | SAM |  |
| * Close safeguarding involvement for self when safeguarding triage ends * Close triage SAM involvement when acting as SAM for safeguarding triage has ended * Continue case management | Allocated worker /  SAM |  |