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

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| **Action** | **By who** | **Guidance** |
| * Receive, screen and copy 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 (reason for concern) | CAS team |  |
| * Create safeguarding concern case note * Workflow safeguarding concern case note to safeguarding triage worker * No further action for CAS health & well-being officer | CAS team |  |
| * Screen safeguarding referral information * Allocate concern to safeguarding triage worker * Create Safeguarding centralised duty worker involvement * Create Safeguarding triage SAM involvement | CAS team Social Worker |  |
| * Record initial triage SAM on safeguarding assessment form (duty notes) * Complete safeguarding assessment form, must include outcome * Record final triage SAM on safeguarding assessment form (authorisation) * Close safeguarding centralised duty worker involvement to CAS worker | CAS team Social Worker / SAM |  |
| * 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) | CAS team Social Worker |  |
| * Close safeguarding involvement for self when safeguarding triage ends * Close triage SAM involvement when acting as SAM for safeguarding triage has ended | CAS team Social Worker / SAM |  |