

**LAS adult safeguarding process –allocated or pending cases – via Croydon adult support (CAS) team**

Action	By who	Guidance
<p><b>CONTACT</b></p> <ul style="list-style-type: none"> <li>• Receive safeguarding referral, screened by senior SW in CAS</li> <li>• Decision at this stage is safeguarding pathway</li> <li>• Copy referral information, CAS officers create contact form with contact type Safeguarding Concern</li> <li>• Outcome contact either as start new safeguarding or link to <b>existing safeguarding</b> and assign to allocated worker or duty tray if in locality pending tray</li> <li>• Add case note to notify worker and Team Manager and allocated worker, alerting of Safeguarding Concern</li> </ul> <p>(1-7)</p> <p>*At risk pathway please see appendix 2</p>	<p>CAS team</p>	
<p><b>INFORMATION GATHERING</b></p> <ul style="list-style-type: none"> <li>• Start open initial s/g information gathering form</li> <li>• Complete start dates on front page of s/g information gathering form</li> <li>• Copy forward relevant contact to s/g information gathering form (reason for concern)</li> <li>• Record background information on adult (create pen picture)</li> <li>• <b>Contact referrer to establish details of concern (who, where, when, what)</b></li> <li>• Record adults representatives views if known</li> <li>• Consider the need for advocacy</li> <li>• Pick categories, location and details of alleged abuse/harmer</li> <li>• Complete risk management plan</li> <li>• Consult adult safeguarding risk assessment tool for guidance</li> <li>• Categorise seriousness of abuse</li> <li>• Complete a summary of information gathered and make recommendation around outcome for Safeguarding Adult Manager (SAM)</li> <li>• If taken to safeguarding consultation meeting provide details of discussion</li> <li>• Decision if statutory criteria met</li> <li>• Is statutory safeguarding enquiry required pick S42, <b>other safeguarding enquiry</b>, safeguarding concern or not a safeguarding/not enquiry (not appropriate)</li> <li>• Authorisation to be recorded by SAM detailing rational decision making around outcome</li> <li>• Who is making the Decision – add name of SAM / Manager (use 'X' to remove and then search for the SAM / Manager).</li> <li>• Date – add.</li> <li>• Reasons for decision - record only "to be completed by the SAM". SAM / Manager can then update once sent for approval.</li> <li>• Finalise Record – <b>Cases must be taken to the safeguarding consultation meeting for discussion and agreement</b></li> </ul>	<p>CAS team or S42 team</p>	

<ul style="list-style-type: none"> <li>When recording case notes ensure that they are recorded in Safeguarding episode</li> <li>If progressing for an enquiry reassign to S42 Duty tray</li> <li>Only if closing- <b>complete closure form and inform referrer of outcome if relevant</b></li> </ul> <p><b>8-12</b></p>		
<p><b>ENQUIRY FORM</b></p> <ul style="list-style-type: none"> <li>Copy forward relevant contact and information form</li> <li>S42 SAM Opens Safeguarding enquiry form and completes discussion and records action plan for allocated SW to follow</li> <li>Contact referrer to establish details of concern (who, where, when, what)</li> <li>Allocate to SW in S42 team</li> <li>Record desired outcomes of adult or their representative</li> <li>Record consent to enquiry</li> <li>Complete a safeguarding plan and assessment</li> <li>Arrange formal meetings if required</li> <li>Record enquiry findings on the form</li> <li>Record analysis of evidence and recommendations</li> <li>Final SAM discussion to be completed by S42 SAM detailing evidence gathered and decision re outcome of enquiry</li> <li>Record any ongoing action plan</li> </ul> <p>12-14</p>	S42 team	
<p><b>CLOSURE FORM (information gathering/enquiry)</b></p> <ul style="list-style-type: none"> <li>Start episode completion form</li> <li>Date completion form</li> <li>Copy forward relevant contact/information gathering and safeguarding enquiry</li> <li>Complete all relevant details and finalise record and send for approval</li> <li>Manager approves SA completion; closure of safeguarding adults process</li> </ul> <p>14-15</p>		