

LAS adult safeguarding process – unallocated cases – via Croydon adult support (CAS) team

Action	By who	Guidance
<p>CONTACT</p> <ul style="list-style-type: none"> • Receive safeguarding referral, screened by senior SW in CAS • Decision at this stage adult at risk* or Safeguarding pathway • Copy referral info CAS officers create contact form with contact type Safeguarding Concern and assign to CAS Safeguarding Triage Tray • Discuss cases at daily meeting with S42 and CAS (foot note to say that other workers can attend) • Senior SW retains responsibility for outcoming contact • Following daily meeting one case per day allocated to the S42 team for triage and all potential S42 enquiries • Following daily meeting senior SW in CAS to case note discussion and decision • If not progressing to safeguarding feedback to referrer <p>(1-7)</p> <p>*At risk pathway please see appendix 2</p>	<p>CAS team</p>	
<p>INFORMATION GATHERING</p> <ul style="list-style-type: none"> • Start open initial s/g information gathering form • Complete start dates on front page of s/g information gathering form • Copy forward relevant contact to s/g information gathering form (reason for concern) • Record background information on adult (create pen picture) • Contact referrer to establish details of concern (who, where, when, what) • Record adults representatives views if known • Consider the need for advocacy • Pick categories, location and details of alleged abuse/harmer • Complete risk management plan • Consult adult safeguarding risk assessment tool for guidance • Categorise seriousness of abuse • Complete a summary of information gathered and make recommendation around outcome for Safeguarding Adult Manager (SAM) • If taken to safeguarding consultation meeting provide details of discussion • Decision if statutory criteria met • Is statutory safeguarding enquiry required pick S42, other safeguarding enquiry, safeguarding concern or not a safeguarding/not enquiry (not appropriate) • Authorisation to be recorded by SAM detailing rational decision making around outcome • Who is making the Decision – add name of SAM / Manager (use 'X' to remove and then search for the SAM / Manager). • Date – add. • Reasons for decision - record only "to be completed by the SAM". SAM / Manager can then update once sent for approval. • Finalise Record – 	<p>CAS team or S42 team</p>	

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