



Darlington Safeguarding Partnership Multi–Agency Policy and Procedures

The Four Stages of a Safeguarding Enquiry

Contents

	Page
Introduction	2
Stage 1: Consideration of a safeguarding concern and how to refer a concern	5
Stage 2: Initial enquiries	7
Stage 3: S 42 Enquiry: Risk management response	8
Stage 3: S 42 Enquiry: Formal Enquiry	9
Stage 4: Conclusion	11

INTRODUCTION:

The Principles of Adult Safeguarding

The Care Act 2014 and Care and Support Statutory Guidance established a legislative framework for Adult Safeguarding. Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted and includes where appropriate having regard to their views, wishes, feelings and beliefs in deciding on the best course of action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

The Care Act 2014 outlines the six key principles of Safeguarding: Making Safeguarding Personal (MSP) which are the basis of adult safeguarding:

1. **Empowerment:** people being supported and encouraged to make their own decisions and informed consent
2. **Prevention:** it is better to take action before harm occurs
3. **Proportionality:** the least intrusive response appropriate to the risk presented
4. **Protection:** support and representation for those in greatest need
5. **Partnership:** local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. **Accountability:** accountability and transparency in delivery safeguarding

The six principles ensure the following:

- the needs and interests of adults at risk are always respected and upheld
- the human rights of adults at risk are respected and upheld
- a proportionate, timely, professional and ethical response is made to any adult at risk who may be experiencing abuse
- all decisions and actions are taken in line with the Mental Capacity Act 2005

The procedures also aim to ensure that each adult at risk maintains:

- choice and control
- safety
- health
- quality of life
- dignity and respect

These six principles apply to all sectors and settings and should inform the ways in which professionals and other staff work with adults.

This abbreviated guidance should be read in conjunction with the Darlington Safeguarding Partnership Multi-Agency Policy and Procedures and Practice Guidance document.

A Practice Guidance Tool to aid practitioners in decision making is available here [link].

STAGE 1: Considerations where there are safeguarding concerns and how to make a safeguarding referral

ACTIONS TO CONSIDER (this list is not exhaustive and should be used as a guide)	RESPONSIBILITY	POSSIBLE OUTCOMES/ DECISIONS
<p>When an adult with care and support needs is at risk of abuse or neglect:</p> <ul style="list-style-type: none"> • Recognise the signs of abuse and neglect: SCIE signs of abuse and neglect [link] <ul style="list-style-type: none"> ➤ Physical abuse ➤ Sexual abuse and sexual exploitation ➤ Emotional and psychological abuse ➤ Domestic abuse ➤ Forced marriage and Honour Based Violence ➤ Modern Slavery ➤ Neglect ➤ Self-neglect ➤ Financial Abuse ➤ Discriminatory ➤ Organisational and Institutional abuse • Gather information. • Inform the Safeguarding Reporting Manager within your organisation. • Evaluate the risk. • Take action to safeguard the adult at risk and other adults/children who may be at risk. • If the adult at risk is injured, consider whether emergency services are required. • If a crime has been committed, consider the need to preserve forensic evidence and inform the police • Establish the wishes and desired outcome of the adults at risk ensuring that actions are in accordance with principles of Making Safeguarding Personal (MSP) • Obtain consent from the adult at risk to make a safeguarding referral 	<p>It's everyone's responsibility to make a safeguarding referral.</p> <p>Within organisations ensure you inform your manager/supervisor of the safeguarding concern and ensure a safeguarding referral is made.</p> <p>All organisations must ensure their staff are aware and understand the reporting procedures with regards to making a safeguarding referral.</p>	<p><u>In making a safeguarding referral the adult at risk is made safe from further harm.</u></p> <p>A safeguarding referral should be made within one working day and in an urgent situation should be referred immediately.</p> <p>All concerns should be submitted electronically to the Safeguarding Adults Team ssact@darlington.gov.uk</p> <p>If it is not possible to submit the form electronically the concern should be reported to the First Contact point on 01325 406111.</p> <p>Outside of office hours contact the Emergency Duty Team on 08702 402994.</p>

STAGE 1: Considerations where there are safeguarding concerns and how to make a safeguarding referral

ACTIONS TO CONSIDER (this list is not exhaustive and should be used as a guide)	RESPONSIBILITY	POSSIBLE OUTCOMES/ DECISIONS
<ul style="list-style-type: none"> • If there is doubt about the capacity of the adult at risk to consent to the safeguarding process conduct a mental capacity assessment and record the outcome. • Where the person does not have capacity to consent to a safeguarding referral, a referral can be submitted in their best interest. See SCIE MCA best interest decisions [link] • If the adult at risk declines to consent to a safeguarding referral, consider ‘public interest’ and vital interest’ decisions. In some circumstances it may be necessary to make a safeguarding referral when consent is refused. • If there is uncertainty as to whether a concern should be raised advice should be sought from the Safeguarding Adults Team on 01325 406111 • Record the actions and the rationale for the decisions made. 		

STAGE 2 : INITIAL ENQUIRIES

ACTIONS TO CONSIDER	RESPONSIBILITY	POSSIBLE OUTCOMES/DECISIONS
<ul style="list-style-type: none"> • Gather information • Evaluate the risk • Report to the police if required • Establish the causes for concern • Agree the action to be taken • Have a discussion with the referrer • Consider having a discussion with the alleged perpetrator, their advocate or their representative • Have a discussion with the adult at risk, their advocate or their representative • Consider the need for representation by an independent advocate • Establish the wishes and desired outcomes of the adult at risk in accordance with Making Safeguarding Personal (MSP) • Take immediate action to safeguard the adult at risk or other adults or children who may be at risk of harm • Consider the Managing Allegations Procedures [link] if perpetrator is in a position of trust • Decide if the individual is an 'adult at risk', in accordance with this procedure (section 42 criteria) • Decide whether further actions or enquiries are required within this procedure for any partner agencies • Decide whether a risk management response option (Stage 3) is required • Decide whether the concern should progress to a safeguarding strategy planning / discussion meeting. 	<p>Darlington Borough Council Safeguarding Adult Manager (SAM)</p> <p>The SAM has overall responsibility for managing the concern and this can be a Team manager, Senior Practitioner or a safeguarding Practice Officer. Initial enquiries can be undertaken by any of these people or relevant designated professional.</p>	<p>Initial Enquiries should be concluded at the earliest opportunity and within 5 working days.</p> <p>The adult at risk, their representative and the referrer should be informed of the progress of the enquiries.</p> <p>Agree interim safeguarding plan.</p> <p>Initial enquiry can be closed if outcomes for the individual have been met.</p> <p>Progress to risk management response.</p> <p>Progress to safeguarding strategy planning / discussion meeting.</p>

STAGE 2 : INITIAL ENQUIRIES

- Record the actions and the decisions
- Notify the person who reported the concern of the decisions and adult at risk / representative.
- Notify other relevant people of the decisions

STAGE 3: Risk Management Response - Decision not to progress to strategy has been taken.

ACTIONS TO CONSIDER	RESPONSIBILITY	POSSIBLE OUTCOME/DECISIONS
<ul style="list-style-type: none"> • Assessment of care and support needs • Carers assessment • Review of care and support • Mediation • Multi-agency risk assessment • Social work input • Family Group conferences • Consideration for the need for representation by an independent advocate • Work towards achieving the desired outcome of the adult at risk • Evaluate risk • Take action to safeguard the adult or other adults or children who may be at risk • Where required conduct mental capacity assessments and act in 'best interest' • Record actions and decisions • Referral to contracts • Involve health and safety department • Other agencies as required 	<p>Responsibility is to be taken by the manager of the relevant team who would progress the action required.</p>	<p>This will be dependent on the circumstances and the nature and level of the risk assessed.</p> <p>Outcomes met and case closed.</p> <p>Risk remains and therefore require referral back into safeguarding.</p>
REVIEW ACTIONS		
<ul style="list-style-type: none"> • Evaluate whether the action taken is addressing the risk. Promoting the wellbeing and achieving the desired outcomes of the adult at risk 	<p>Relevant manager of the team.</p>	<p>This will be dependent on the circumstances and the nature and level of the risk assessed.</p>

STAGE 3: S42 - Strategy Meeting		
ACTIONS TO CONSIDER	RESPONSIBILITY	POSSIBLE OUTCOME/DECISIONS
Strategy Meeting/Discussion		
<ul style="list-style-type: none"> • Consent • Gather information and evaluate risk • Invite relevant professionals • In cases where a criminal offence may have been committed the Chair of the strategy meeting must consult the Detective Sergeant and ascertain who should attend the meeting. • Invite individual at risk / representative • Consider most appropriate venue for strategy meeting • Where individual does not attend meeting ensure views of the individual are gathered and are included in the meeting • Desired outcomes of the individual must be considered • Confirm causes for concern • Work towards achieving the desired outcome of the adult at risk • Agree actions with the adult at risk • Where required assess mental capacity and act in 'best interests' • Consider the need for advocacy/representative 	Safeguarding Adult Manager	The safeguarding strategy discussion meeting to be held within five working days of the initial enquiry being completed.
<ul style="list-style-type: none"> • Confirm if formal enquiry / investigation is required • Plan formal enquiry / investigation • Coordinate involvement of partner agencies • Agree interim safeguarding plan 		

<ul style="list-style-type: none"> • If formal enquiries are not required, consider the need for a Risk Management Response and outcome/actions • Record actions and decisions • Agree who will complete the formal enquiry / investigation and complete report 		
<p>Formal Enquiry / Investigation</p>		
<ul style="list-style-type: none"> • Carry out formal enquiries as agreed • Consider need for representative/advocacy • Review the assessment of risk, has the risk been removed/reduced or does the risk remain and safeguarding planning measures are required • Produce a formal safeguarding investigation report (this may be the responsibility of a partner agency outside of the Local Authority) 	<p>Most appropriate person who was identified by the Safeguarding Manager at safeguarding Strategy Meeting.</p>	<p>Investigation report to be submitted to the Safeguarding Adult Manager seven working days before Safeguarding Strategy Review Meeting.</p>
<p>Safeguarding Planning Review Meeting</p>		
<ul style="list-style-type: none"> • Consider the need for a representative/advocacy • Discuss formal enquiry / investigation report • Check all relevant issues have been addressed through the enquiries • Check that the findings and recommendations are evidenced based • Ensure that the process which has been followed is fair to all concerned and that all relevant views have been considered • Evaluate findings and review risk • Work towards the wishes and desired outcomes of the adult at risk • Where required carry out a mental capacity assessment and act in 'best interests' 	<p>Safeguarding Adult Manager</p>	<p>Safeguarding Planning Review meeting must be held within eight weeks from safeguarding strategy discussion/meeting</p>
<p>Decisions</p>		

<ul style="list-style-type: none">• Determine occurrence of abuse• Agree further actions required• Agree safeguarding plan• Agree review arrangements if required	Safeguarding Adult Manager	Within eight weeks from safeguarding strategy discussion/meeting
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------	-------------------------------------------------------------------------

STAGE 4 : CONCLUSION

ACTIONS TO CONSIDER	RESPONSIBILITY	POSSIBLE OUTCOME/DECISIONS
<ul style="list-style-type: none"> • The referrer, adult at risk, their advocate or their representative should be updated regarding the outcome of the enquiry at the end of the safeguarding process • The adult at risk, advocate or their representative should be consulted to complete the feedback questionnaire and their views should be sought as to whether they felt involved in the safeguarding process and that they were sufficiently consulted and updated throughout the process • The feedback from the adult at risk, advocate or representative should be evaluated • When an adult at risk wishes to challenge the outcome of the strategy meeting or the safeguarding enquiry the complaints process should be instigated and the adult at risk should be advised to follow the Darlington Borough Council complaints procedure. • The referral should be finalised and closed upon completion and quality assured by the Line Manager • Professional bodies and regulators to be informed of outcome where appropriate 	<p>Safeguarding Adult Managers</p>	<p>Complete within 28 days of the conclusion of the enquiry</p> <p>Within 21 days of the conclusion</p>