



## Inter-Agency Safeguarding Adults Concern Form STRICTLY CONFIDENTIAL

**If you suspect that someone is being harmed and they are in immediate danger you should ring the police on 999.** Where a crime has been committed and the police require informing but there is no immediate danger call **101** (for further information see guidance at the end of this form). In all other situations, please contact the relevant Local Authority (as detailed below). If there are any concerns about children please refer to the relevant contact within the Local Authority (see guidance).

**Please complete the form in full.** All completed forms should be emailed and a follow-up telephone call made to ensure safe receipt.

Local Authority	Team	Telephone Number	Email Address
Hartlepool	Early Intervention Adults Team	01429 523390	<a href="mailto:iSPA@hartlepool.gov.uk">iSPA@hartlepool.gov.uk</a>
Middlesbrough	Adult Access Team	01642 065070	<a href="mailto:adultaccessteam@middlesbrough.gov.uk">adultaccessteam@middlesbrough.gov.uk</a>
Redcar & Cleveland	Adult Access Team	01642 065070	<a href="mailto:AccessAdultsTeam@redcar-cleveland.gov.uk">AccessAdultsTeam@redcar-cleveland.gov.uk</a>
Stockton-on-Tees	First Contact Adults	01642 527764	<a href="mailto:FirstContactAdults@stockton.gov.uk">FirstContactAdults@stockton.gov.uk</a>
Out of Hours* Tees Valley	Emergency Duty Team	01642 524552	N/A

\*Weekdays: Monday – Thursday (5pm-8.30am). Weekends: Friday (from 4.30pm), all day Saturday and Sunday and public holidays

**Please complete all sections of the form in as much detail as possible. You can easily navigate through each section by pressing F11 on your keyboard. To select a tick box, double click on the box and select 'checked'. Or you can print and hand write legibly in black ink on the form and then scan/email this.**

SECTION 1: DETAILS OF ADULT AT RISK OF HARM OR ABUSE					
Name	Ann Smith	DOB	23/01/1943	Gender	Female
Home Address	1 West Street, Saltburn			Post Code	TS12 1ZZ
Current Address	As above			Post Code	
Ward Number (if hospital)		Unit Name (if care home)			
Telephone Number	0000	Religion		Not known	
Ethnicity <small>The adult can self-declare, otherwise please select from list of options using drop down menu</small>	White - British <small>Please refer to the guidance if you are hand writing this form</small>		Nationality		British
Interpreter needed?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Language Required		

<b>In your opinion does the Adult at Risk have the mental capacity to understand what has happened to them?</b>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the adult aware of the Concern?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If No, why not?			
Does the adult consent to the Concern being raised?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Does the Adult at risk have any care /support needs or vulnerabilities?</b> (refer to guidance information)	<b>(Please describe – this section <b>MUST</b> be completed)</b> Mrs Smith requires support with her personal hygiene and maintaining her dietary needs. She has COPD and has limited mobility.		
<b>As a result of their care and support needs/vulnerabilities, is the adult unable to protect themselves?</b> (refer to guidance information)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

<b>SECTION 2: DETAILS OF CONCERN BEING RAISED</b>			
Location of alleged incident/concern (please see list of options – if 'other' please specify)		Own Home Please refer to the guidance if you are hand writing this form	
Address where incident occurred	1 West Street, Saltburn	Post Code	TS12 1ZZ
Date of incident/concern	31.12.18	Time of incident/concern	6pm
Please indicate the <b>main</b> type of abuse suspected (refer to guidance information)			
Discriminatory	Domestic	Financial or Material	Modern Slavery
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organisational	Physical	Psychological	Self-Neglect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Neglect and Acts of Omission	
		Sexual Abuse	Sexual Exploitation
		<input type="checkbox"/>	<input type="checkbox"/>

<b>Factual details of alleged incident/concern</b> This should include a clear <b>factual outline</b> of the concern being raised with details of times, dates, people and places where appropriate.
<p>Mrs Smith resides at her home address. Her son and daughter both live outside of the area and are unable to provide any support, although they do have regular contact with her and visit at least monthly. Mrs Smith has home care twice a day to assist with getting up, going to bed, personal hygiene and preparing her meals for the day. The home care staff also do her weekly shopping. Mrs Smith is able to manage her finances and when her family visit they make sure she has enough cash for shopping and any other day to day expenses.</p> <p>Her son and daughter visited over the Christmas period and noticed there was very little food in the house and that Mrs Smith had no cash left from the £300 she had at the beginning of the month. When they asked Mrs Smith about her money, she said that the carer had asked if she would lend her some money as she was short over Christmas, Mrs Smith had offered her £50 but the carer said she knew she had more money in the house and needed £250 to buy her grandchildren their Christmas presents: Mrs Smith felt pressured into giving the carer £250 even though she knew that this would leave her short.</p>

The family contacted the Home Care service to raise their concerns.
<b>Making Safeguarding Personal (MSP)</b>
<b>Please discuss with the Adult if safe and able to do so</b>
<b>What are the views and wishes of the Adult?</b>
I have spoken to Mrs Smith and explained that I am from the Home Care agency and I was concerned about what her family had told me. I explained that I would have to talk to Social Care as this was a safeguarding concern. Mrs Smith said she was relieved that I had rang her and agreed to me taking it further. I explained to Mrs Smith that social care would be in touch with her to talk about what had happened, she understood this.
<b>What would the Adult like to happen as an outcome of the Concerns?</b>
I asked her what she would like to happen and Mrs Smith told me she just wanted her money back and she didn't want the carer to come anymore.

<b>SECTION 3: CURRENT SITUATION</b>			
Where is the adult now in relation to the person alleged to have caused harm?	Mrs Smith is at home, the carer has been suspended whilst the investigation takes place.		
Is the adult in immediate danger of further abuse?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Please describe			
Has the adult taken any necessary steps or actions to try to address the abuse or neglect? If so, please explain			
No			
<b>Have any immediate actions been identified to reduce the potential for further abuse?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Please describe Staff member suspended and memo issued to staff regarding financial abuse and the organisation's policy and procedures on dealing with service user's finances.			
Are there any other people (including children) who may be at risk of harm?	Unknown <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If Yes, please describe the risk that remains and the names of others potentially at risk			
The carer in question visits 4 vulnerable people each day and if the allegation is founded, there is the possibility that they have also been subject to abuse. Names and addresses supplied. Although the immediate risk has been addressed by suspending the member of staff and also issuing a memo to all staff regarding financial abuse and their responsibilities.			
<b>Please consider if you need to contact the Police</b>			
<b>Call 999 if there is an immediate danger to the Adult or others.</b>			
<b>Where a crime has been committed and the police require informing but there is no immediate danger please call 101.</b>			
Is criminal activity suspected?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If Yes, have the police been contacted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If Yes, what was the outcome?			
The police are investigating.			
Police Crime/Reference Number	C1234		
If No, please explain reason for this			

SECTION 4: FAMILY / REPRESENTATIVE DETAILS					
It may not always be appropriate to consult family/friends, please consider:					
<ul style="list-style-type: none"> <li>• If the Adult has capacity and does not want them informing</li> <li>• If you are putting the adult at risk by informing (e.g. Domestic Abuse)</li> </ul>					
Name	Mr B Smith	Relationship to Adult	Son		
Contact Address	1 New Avenue, Sunderland		Post Code	SR4	
Telephone Number	00000				
Are they a Carer?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Are they aware of this Concern?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If No, why not?					

SECTION 5: DETAILS OF THE PERSON ALLEGED TO HAVE CAUSED HARM					
Name	Miss A Carer	DOB	21.3.63	Gender	Female
Home Address	1 Old Terrace, Redcar		Post Code	TS10	
Current Address	As above		Post Code		
Ward Number (if hospital)		Unit Name (if care home)			
Telephone Number					
Job Title (if applicable)	Home Care Assistant	Organisation (if applicable)	One Home Care		
What is the relationship of the alleged perpetrator to the adult? (please select from list of options)			Care Staff - Domiciliary Care Staff Please refer to the guidance if you are hand writing this form		
Does the alleged perpetrator live with the adult?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Is the alleged perpetrator the main Carer?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Do you consider the alleged perpetrator to have care and support needs?		Unknown <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Is the alleged perpetrator aware of the Concern?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Only discuss this Concern with the alleged perpetrator if it is safe to do so and there is no further risk to the victim or others.</b>					
If No, why not? If Yes, what was their response?					
They deny the allegation.					

SECTION 6: OTHER INVOLVEMENT					
Who else has been informed of this concern?					
Care Quality Commission	Commissioning	Continuing Health Care	NECS (Medicines)	Public Health	Service Provider
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	Daughter				
CONTACT DETAILS (please add further rows if necessary)					
Name	Organisation	Telephone Number	Email		
AB	CQC	0000	Enter details		
CD	Local Authority	0000	Enter details		

EF	One Home Care	0000	Enter details
GH	Daughter	0000	Enter details

<b>SECTION 7: DETAILS OF PERSON RAISING CONCERN</b>			
Name	Helen Brown	Job Title	Registered Manager
Organisation (if applicable)	One Home Care		
Contact Address	Insert details	Post Code	
Telephone Number	0000		
Relationship to the adult at risk of harm or abuse	Service Provider		
Have you completed your own organisation's internal process (e.g. Datix)?	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	
Form Completed By	H Brown	Date Completed	2.1.19
<b>Signature</b>	H Brown		

EXAMPLE

## GUIDANCE INFORMATION

Further guidance can be accessed here: <https://www.tsab.org.uk/key-information/policies-strategies/>

- Police Referral Criteria
- Decision Support Guidance

### Contact Details for Children Services:

Hartlepool	01429 284284 / 01642 130080	<a href="mailto:childrenshub@hartlepool.gov.uk">childrenshub@hartlepool.gov.uk</a>
Middlesbrough	01642 726004	<a href="mailto:firstcontact@middlesbrough.gov.uk">firstcontact@middlesbrough.gov.uk</a>
Redcar & Cleveland	01642 771500	<a href="mailto:firstcontact@redcar-cleveland.gov.uk">firstcontact@redcar-cleveland.gov.uk</a>
Stockton-on-Tees	01642 130080 / 01429 284284	<a href="mailto:childrenshub@hartlepool.gov.uk">childrenshub@hartlepool.gov.uk</a>
Out of Hours	01642 524552	

## SECTION 1 DETAILS OF THE ADULT AT RISK OF HARM OR ABUSE

### ETHNICITY

<b>White</b> <ul style="list-style-type: none"> <li>• White British</li> <li>• White Irish</li> <li>• Gypsy / Irish Traveller</li> <li>• White Other</li> </ul>	<b>Asian / Asian British</b> <ul style="list-style-type: none"> <li>• Indian</li> <li>• Pakistani</li> <li>• Bangladeshi</li> <li>• Chinese</li> <li>• Any Other Asian</li> </ul>	<b>Black / Black British</b> <ul style="list-style-type: none"> <li>• Black Caribbean</li> <li>• Black African</li> <li>• Any Other Black</li> </ul>	<b>Mixed / Multiple Ethnic Groups</b>
<b>Other Ethnic Groups</b> <ul style="list-style-type: none"> <li>• Arab</li> </ul>	<b>Refused</b>	<b>Undeclared / Not Known</b>	

### CARE & SUPPORT NEEDS AND VULNERABILITIES

#### Some Examples of Care & Support Needs *(this list is not exhaustive)*

- Managing and maintaining nutrition
- Maintaining personal hygiene
- Managing toilet needs
- Being appropriately clothed
- Being able to make use of the home safely
- Maintaining a habitable home environment
- Developing and maintaining family or other personal relationships
- Accessing and engaging in work, training, education or volunteering
- Making use of necessary facilities or services in the local community including public transport and recreational facilities or services
- Carrying out any caring responsibilities the adult has for a child

#### Some Examples of Vulnerabilities *(this list is not exhaustive)*

- Drug and alcohol misuse
- Mental health needs
- Poor general health
- Poor lifestyle choices

**SECTION 2  
DETAILS OF CONCERN BEING RAISED**

**TYPE OF ABUSE**

**Discriminatory**

Includes abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.

**Domestic**

An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. It can include: psychological, physical, sexual, financial, emotional abuse; 'honour' based violence; Female Genital Mutilation; forced marriage.

**Financial and Material**

Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern Slavery**

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Neglect and Acts of Omission**

Includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Organisational**

Includes poor care practice within an institution or specific care setting like a hospital or care home. This may range from isolated incidents to continuing ill-treatment.

**Psychological**

Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Physical**

Includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

**Sexual Abuse**

Includes rape and sexual assault, sexual acts to which the adult has not consented, could not consent or was pressured into consenting.

**Sexual Exploitation**

Involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of them performing, or others performing on them, sexual activities.

**Self-Neglect**

Covers a wide range of behaviour; neglecting to care for one's personal hygiene, health.

**SECTION 5  
DETAILS OF THE PERSON ALLEGED TO HAVE CAUSED HARM**

**LOCATION OF ALLEGED INCIDENT/CONCERN**

**Own Home**

The residence where the adult at risk usually lives. Includes property owned/rented by the individual, family or friends.

**Care Home – Nursing**

Can be used whether the person is at the care home on a permanent or temporary basis.

**Care Home – Residential**

Can be used whether the person is at the care home on a permanent or temporary basis.

**Supported Living**

Can include any type of supported accommodation, such as independent living.

**Day Centre/Community Service**

Can include things like community centres, day care centres, leisure centres, libraries, schools, GP surgeries and dental surgeries.

**Alleged Perpetrator’s Home**

Can include any incident that occurs in the home of the abuser.

**Hospital / Health Setting**

Can include any type of hospital premises. The individual at risk could be a patient or a visitor.

**Other**

Includes any other setting that does not fit into one of the above categories. This could include businesses, offices, pubs and other people’s homes.

**WHAT IS THE RELATIONSHIP OF THE ALLEGED PERPETRATOR TO THE ADULT?**

<b>Care Staff</b>	<b>Known</b>	<b>Not Recorded</b>
<ul style="list-style-type: none"> <li>• Day Care Staff</li> <li>• Domiciliary Care Staff</li> <li>• Health Care Worker</li> <li>• Residential Care Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Known – Community Health Care</li> <li>• Known – Other Private Sector</li> <li>• Known – Other Public Sector</li> <li>• Known – Other Voluntary Sector</li> <li>• Known – Police</li> <li>• Known – Primary Health Care</li> <li>• Known – Regulator</li> <li>• Known – Relative/Family Carer</li> <li>• Known – Secondary Health Care</li> <li>• Known – Social Care Manager/Assessor</li> <li>• Known – Unrelated Individual</li> </ul>	



<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other - Professional</li> <li>• Other - Social Care Staff</li> </ul>	<p><b>Service Provider</b></p> <ul style="list-style-type: none"> <li>• Service Provider – Private Sector</li> <li>• Service Provider – Public Sector</li> <li>• Service Provider – Voluntary Sector</li> </ul>	<p><b>Unknown</b></p> <ul style="list-style-type: none"> <li>• Unknown – Community Health Care</li> <li>• Unknown – Individual/Stranger</li> <li>• Unknown – Other Private Sector</li> <li>• Unknown – Other Public Sector</li> <li>• Unknown – Other Voluntary Sector</li> <li>• Unknown – Police</li> <li>• Unknown – Primary Health Care</li> <li>• Unknown – Secondary Health Care</li> <li>• Unknown - Social Care Manager/Assessor</li> </ul>
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EXAMPLE