**Inter-Agency Safeguarding Adults Concern Form**

**STRICTLY CONFIDENTIAL**

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| **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.** |

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| **Local Authority** | **Team** | **Telephone Number** | **Email Address** |
| Hartlepool | Early Intervention Adults Team | 01429 523390 | [iSPA@hartlepool.gov.uk](mailto:iSPA@hartlepool.gov.uk) |
| Middlesbrough | Adult Access Team | 01642 065070 | [adultaccessteam@middlesbrough.gov.uk](mailto:adultaccessteam@middlesbrough.gov.uk) |
| Redcar & Cleveland | Adult Access Team | 01642 771500 | [AccessAdultsTeam@redcar-cleveland.gov.uk](mailto:AccessAdultsTeam@redcar-cleveland.gov.uk) |
| Stockton-on-Tees | First Contact Adults | 01642 527764 | [FirstContactAdults@stockton.gov.uk](mailto:FirstContactAdults@stockton.gov.uk) |
| 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.**

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| **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  The adult can self-declare, otherwise please select from list of options using drop down menu | White - British  Please refer to the guidance if you are hand writing this form | | Nationality | | | British | | | |
| Interpreter needed? | Yes | No | Language Required | | |  | | | |
| **In your opinion does the Adult at Risk have the mental capacity to understand what has happened to them?** | | | | | | Yes | | No | |
| Is the adult aware of the Concern? | | | | | | Yes | | No | |
| If *No*, why not? |  | | | | | | | | |
| Does the adult consent to the Concern being raised? | | | | | | Yes | | | No |
| **Does the Adult at risk have any care /support needs or vulnerabilities?**  (refer to guidance information) | | | | (Please describe – this section **MUST** be completed)  Mrs Smith requires support with her personal hygiene and maintaining her dietary needs. She has COPD and has limited mobility. | | | | | |
| **As a result of their care and support needs/ vulnerabilities, is the adult unable to protect themselves?**  (refer to guidance information) | | | | Yes | | | No | | |

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| **SECTION 2: DETAILS OF CONCERN BEING RAISED** | | | | | | | | | |
| 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 **main** type of abuse suspected (refer to guidance information) | | | | | | | | | |
| Discriminatory | Domestic | | Financial or Material | | Modern Slavery | | Neglect and Acts of Omission | | |
|  |  | |  | |  | |  | | |
| Organisational | Physical | | Psychological | | Self-Neglect | | Sexual  Abuse | | Sexual  Exploitation |
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| **Factual details of alleged incident/concern**  This should include a clear **factual outline** of the concern being raised with details of times, dates, people and places where appropriate. | | | | | | | | | |
| 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.  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.  The family contacted the Home Care service to raise their concerns. | | | | | | | | | |
| **Making Safeguarding Personal (MSP)**  **Please discuss with the Adult if safe and able to do so** | | | | | | | | | |
| **What are the views and wishes of the Adult?** | | | | | | | | | |
| 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. | | | | | | | | | |
| **What would the Adult like to happen as an outcome of the Concerns?** | | | | | | | | | |
| 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. | | | | | | | | | |

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| **SECTION 3: CURRENT SITUATION** | | | | |
| 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 | No |
| Please describe | | | | |
| Has the adult taken any necessary steps or actions to try to address the abuse or neglect? If so, please explain | | | | |
| No | | | | |
| **Have any immediate actions been identified to reduce the potential for further abuse?** | | | Yes | No |
| 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 | Yes | No |
| 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. | | | | |
| **Please consider if you need to contact the Police**  **Call 999 if there is an immediate danger to the Adult or others.**  **Where a crime has been committed and the police require informing but there is no immediate danger please call 101.** | | | | |
| Is criminal activity suspected? | | | Yes | No |
| If *Yes*, have the police been contacted? | | | Yes | No |
| If *Yes*, what was the outcome? | | | | |
| The police are investigating. | | | | |
| Police Crime/Reference Number | C1234 | | | |
| If *No*, please explain reason for this |  | | | |

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| **SECTION 4: FAMILY / REPRESENTATIVE DETAILS** | | | | | |
| It may not always be appropriate to consult family/friends, please consider:   * If the Adult has capacity and does not want them informing * If you are putting the adult at risk by informing (e.g. Domestic Abuse) | | | | | |
| 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 | No | Are they aware of this Concern? | Yes | No |
| If *No*, why not? |  | | | | |

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| **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 - Domicilary Care Staff  Please refer to the guidance if you are hand writing this form | |
| Does the alleged perpetrator live with the adult? | | | | | Yes | No |
| Is the alleged perpetrator the main Carer? | | | | | Yes | No |
| Do you consider the alleged perpetrator to have care and support needs? | | | Unknown | | Yes | No |
| Is the alleged perpetrator aware of the Concern?  **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.** | | | | | Yes | No |
| If *No*, why not? If *Yes*, what was their response? | | | | | | |
| They deny the allegation. | | | | | | |

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| **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 |
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| 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 | |
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| **SECTION 7: DETAILS OF PERSON RAISING CONCERN** | | | | | |
| 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 | | N/A |
| Form Completed By | H Brown | Date Completed | 2.1.19 | | |
| **Signature** | H Brown | | | | |

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| **GUIDANCE INFORMATION** |
| **Further guidance can be accessed here:** [**https://www.tsab.org.uk/key-information/policies-strategies/**](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 | | [childrenshub@hartlepool.gov.uk](mailto:childrenshub@hartlepool.gov.uk) | | Middlesbrough | 01642 726004 | | [MiddlesbroughMACH@middlesbrough.gov.uk](mailto:MiddlesbroughMACH@middlesbrough.gov.uk) | | Redcar & Cleveland | 01642 130700 | | [RedcarMACH@redcar-cleveland.gov.uk](mailto:RedcarMACH@redcar-cleveland.gov.uk) | | Stockton-on-Tees | 01642 130080 / 01429 284284 | | [childrenshub@hartlepool.gov.uk](mailto:childrenshub@hartlepool.gov.uk) | | Out of Hours | 01642 524552 |  | | |

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| **SECTION 1**  **DETAILS OF THE ADULT AT RISK OF HARM OR ABUSE** | | | |
| **ETHNICITY** | | | |
| **White**   * White British * White Irish * Gypsy / Irish Traveller * White Other | **Asian / Asian British**   * Indian * Pakistani * Bangladeshi * Chinese * Any Other Asian | **Black / Black British**   * Black Caribbean * Black African * Any Other Black | **Mixed / Multiple Ethnic Groups** |
| **Other Ethnic Groups**   * Arab | **Refused** | **Undeclared / Not Known** |  |
| **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 | | | |

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| **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. |

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| **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?** | | |
| **Care Staff**   * Day Care Staff * Domiciliary Care Staff * Health Care Worker * Residential Care Staff | **Known**   * Known – Community Health Care * Known – Other Private Sector * Known – Other Public Sector * Known – Other Voluntary Sector * Known – Police * Known – Primary Health Care * Known – Regulator * Known – Relative/Family Carer * Known – Secondary Health Care * Known – Social Care Manager/Assessor * Known – Unrelated Individual | **Not Recorded** |
| **Other**   * Other - Professional * Other - Social Care Staff | **Service Provider**   * Service Provider – Private Sector * Service Provider – Public Sector * Service Provider – Voluntary Sector | **Unknown**   * Unknown – Community Health Care * Unknown – Individual/Stranger * Unknown – Other Private Sector * Unknown – Other Public Sector * Unknown – Other Voluntary Sector * Unknown – Police * Unknown – Primary Health Care * Unknown – Secondary Health Care * Unknown - Social Care Manager/Assessor |