NOTTINGHAMSHIRE SAFEGUARDING ADULTS BOARD

Adult Safeguarding Referral Prompt Sheet

When making a safeguarding referral you will be asked to provide the following information:

- Name, address and date of birth of the adult at risk;
- Gender and ethnic origin of the adult at risk;
- Care and Support need of the adult at risk;
- Details of the concern, consent to refer if possible
- **Desired outcomes** of the adult at risk (what they want to happen);
- Other agencies or independent service providers that the adult at risk is known to;
- Details of the authority/district the adult at risk is from if different to the one being reported to;
- Details of any funding arrangements;
- Person who raised the concern e.g. friend, other service user, carer;
- Person who alerted;
- Location of abuse e.g. residential care setting, adult at risk's own home, general hospital;
- Type of abuse and details of events;
- Any details you may have about historical abuse involving the adult at risk.

In addition, you will be asked for the following details about the alleged person posing a risk:

- Name and address; Age ; Gender;
- Relationship with service user e.g. partner, neighbour, staff, other family member;
- Details of whether the person posing a risk is living with the adult at risk;
- Any immediate actions taken against them or to support them;
- Any details you may have about historical abuse involving the person posing a risk.

Explain to the call taker that you wish to make a 'SAFEGUARDING ADULTS REFERRAL'.

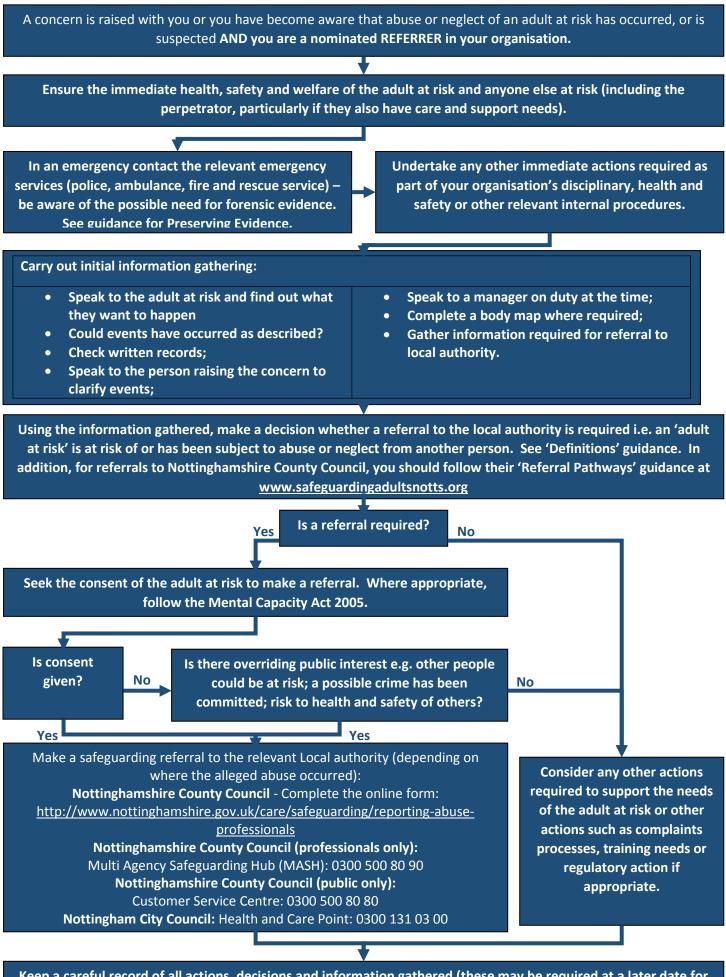
As a professional, you must provide your contact details.

Contact details:

- **Nottinghamshire County Council:** Completing the online form (professionals only) (Anytime) at: <u>http://www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse-professionals</u>
- Multi-Agency Safeguarding Hub (MASH) 0300 500 80 90 (professionals only) (Opening times; Monday - Thursday 8.30am – 5.00pm, Friday 8.30am – 4.30pm)
- Nottingham City Council Health and Care Point 0300 131 0300 (Opening times; Monday - Friday 8.00am – 7.00pm)
- Out of hours: Nottinghamshire County Council on 0300 500 80 80
 Nottingham City Council on 0115 8761000

This flowchart provides a brief overview of the process for making a safeguarding referral to the local authority and should be used in conjunction with the written procedure.

The timescale for 'referring to the local authority' is one working day from time of concern being raised.



Keep a careful record of all actions, decisions and information gathered (these may be required at a later date for legal proceedings). See guidance for Record Keeping.