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|  | **Easy Read:** |
|  | **Safeguarding Adults Referrals.****This guide tells how to report abuse and neglect.**  |
|  | **Remember,** * Abuse is always wrong.
* Abuse is not your fault.
* Abuse should always be reported
* You should always tell someone you trust
 |
|  | There is an easy read guide to help you understand more about abuse click on the link below:[Easy Read Guide to Understanding and reporting abuse and](https://www.nottinghamshire.gov.uk/media/111852/safeguardingadultseasyreadguide20160203.pdf) [neglect.](https://www.nottinghamshire.gov.uk/media/111852/safeguardingadultseasyreadguide20160203.pdf)  |
|  | **How to report abuse** |
|  | The main way to report abuse is using the; **Adults Safeguarding Online Form**  |
|  | **What you will need to know to complete the form.** |
|  | **About the person being abused:** |
|  | * Name and address
 |
|  | * Contact information
 |
|  | * Does the person understand the referral and why it is being made
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|  | * Does the person need an advocate? Someone to be their voice, support and speak up for them.
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|  | * What type of abuse is it? For example, physical, financial, psychological?
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|  | * Where did the abuse happened?
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|  | * What did you see, give details of what happened and what you saw.
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|  | * Who are the other important people? For example, the persons GP, their Care Services or paid support.
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|  | **About the person who is doing the abuse.** |
|  | * Their name and address
 |
|  | * Their relationship to the person? For example, family, paid carers, a stranger.
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|  | **About you, the person reporting the abuse and completing the form.** |
|  | * Your name and address
 |
|  | * Your contact details
 |
|  | * Your relationship to the person being abused
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|  | **What to do If you do not have support to report the abuse using the online form.** |
|  | **You can phone the:****Multi-Agency Safeguarding Team also called the MASH team.** |
|  | **Phone 0300 500 80 90** |
|  | When you make the phone call you will speak with a County Council MASH Officer. |
|  | They will talk to you about what has happened and fill out the referral form for you.They will explain what will happen and try to answer any questions you have. |
|  | **Important**If there is immediate risk of harm or danger you should phone the emergency services before making the referral. |
|  | **Phone 999** |