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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 |
|  | * Does the person need an advocate? Someone to be their voice, support and speak up for them. |
|  | * What type of abuse is it? For example, physical, financial, psychological? |
|  | * Where did the abuse happened? |
|  | * What did you see, give details of what happened and what you saw. |
|  | * Who are the other important people? For example, the persons GP, their Care Services or paid support. |
|  | **About the person who is doing the abuse.** |
|  | * Their name and address |
|  | * Their relationship to the person? For example, family, paid carers, a stranger. |
|  | **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 |
|  | **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** |