



Safeguarding Adults 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:
<http://www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse-professionals>
- **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.

A concern is raised with you or you have become aware that abuse or neglect of an adult at risk has occurred, or is suspected **AND** you are a nominated **REFERRER** in your organisation.

Ensure the immediate health, safety and welfare of the adult at risk and anyone else at risk (including the perpetrator, particularly if they also have care and support needs).

In an emergency contact the relevant emergency services (police, ambulance, fire and rescue service) – be aware of the possible need for forensic evidence. See guidance for Preserving Evidence.

Undertake any other immediate actions required as part of your organisation's disciplinary, health and safety or other relevant internal procedures.

Carry out initial information gathering:

- Speak to the adult at risk and find out what they want to happen
- Could events have occurred as described?
- Check written records;
- Speak to the person raising the concern to clarify events;

- Speak to a manager on duty at the time;
- Complete a body map where required;
- Gather information required for referral to local authority.

Using the information gathered, make a decision whether a referral to the local authority is required i.e. an 'adult at risk' is at risk of or has been subject to abuse or neglect from another person. See 'Definitions' guidance. In addition, for referrals to Nottinghamshire County Council, you should follow their 'Referral Pathways' guidance available [here](#)

Is a referral required?

Yes

No

Seek the consent of the adult at risk to make a referral. Where appropriate, follow the Mental Capacity Act 2005.

Is consent given?

No

Is there overriding public interest e.g. other people could be at risk; a possible crime has been committed; risk to health and safety of others?

No

Yes

Yes

Make a safeguarding referral to the relevant Local authority (depending on where the alleged abuse occurred):

Nottinghamshire County Council - Complete the online form:

<http://www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse-professionals>

Nottinghamshire County Council (professionals only):

Multi Agency Safeguarding Hub (MASH): 0300 500 80 90

Nottinghamshire County Council (public only):

Customer Service Centre: 0300 500 80 80

Nottingham City Council: Health and Care Point: 0300 131 03 00

Consider any other actions required to support the needs of the adult at risk or other actions such as complaints processes, training needs or regulatory action if appropriate.

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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.