



INTER-AGENCY SAFEGUARDING ADULTS PROCEDURE

(Best printed on A3 for display purposes)

Version 12

Teeswide Safeguarding Adults Inter-Agency Procedure

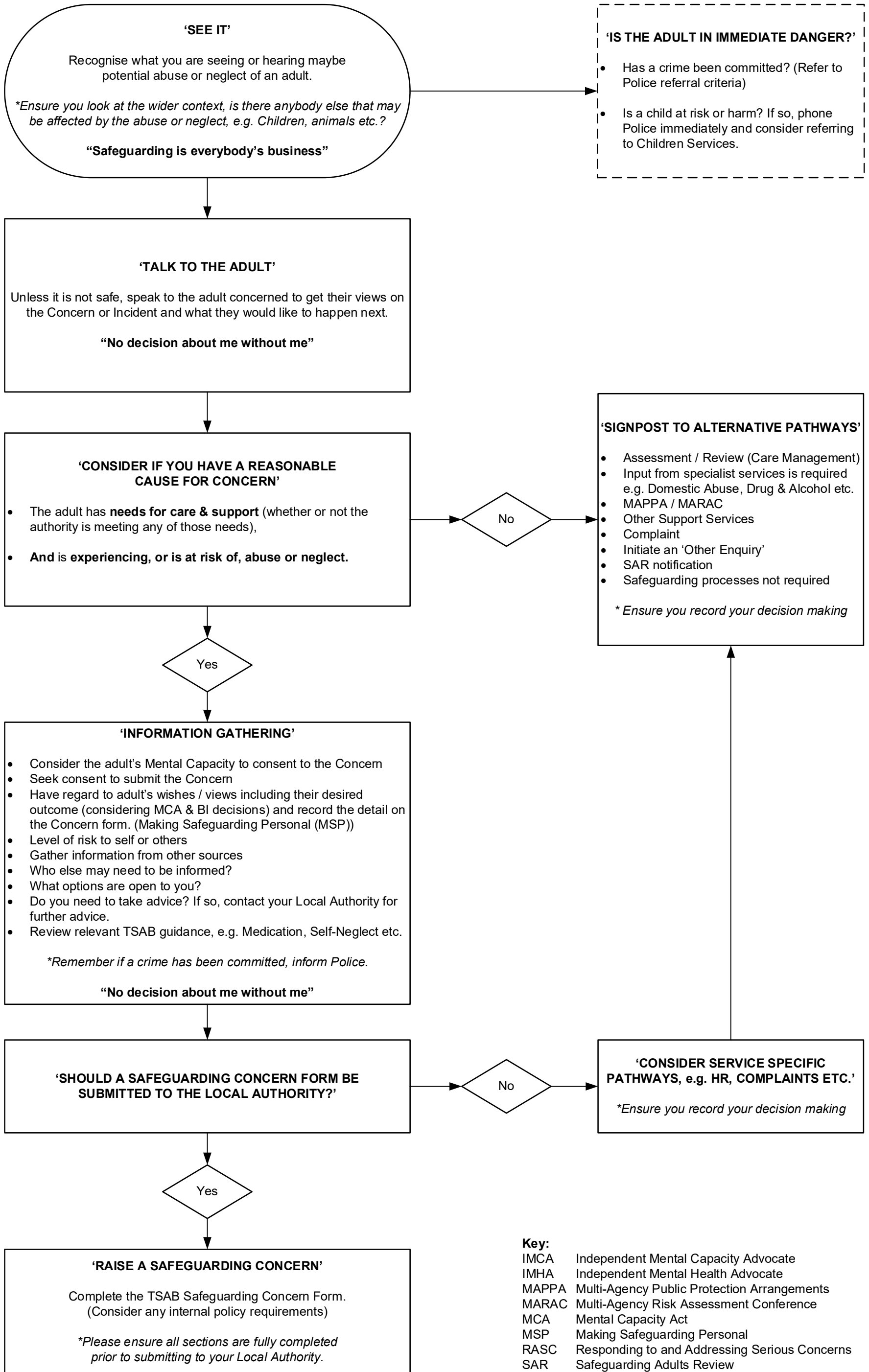
Change Record

| Revision Number | Date Approved by the Board | Change Record | Links to Other Policies | Review Date: |
|-----------------|----------------------------|---|---|----------------------|
| 9.1 | 16.11.2018 | Vision Statement updated | All other Teeswide Safeguarding Adults Policies | Nov-20 |
| 10 | 11.12.2019 | Full Review of Procedures | All other Teeswide Safeguarding Adults Policies | Dec-22 |
| 11 | 23.06.2021 | Full Review of Procedures | All other Teeswide Safeguarding Adults Policies | Jun-23 |
| 12 | N/A – July 2024 | Full Review of Procedures (Minor Amendment Flowchart – Stage 1, 2 & 3) | All other Teeswide Safeguarding Adults Policies | Jul-27 (Full Review) |



Teeswide Safeguarding Adults Board (TSAB) Adult Safeguarding Procedure – Raising a Safeguarding Concern Flowchart (Stage 1 – Referrer)

FEEDBACK: Ensure at every stage the adult at risk (or their advocate or representative) are involved, consider the need for advocacy (IMCA) and asked if their outcomes are the same or have changed. Ensure that feedback is given to the person raising the concern, as appropriate. Agencies involved in the enquiry should receive feedback at every stage.



Stage 1 (within 1-day) - Referrer

- Key:**
- IMCA Independent Mental Capacity Advocate
 - IMHA Independent Mental Health Advocate
 - MAPPA Multi-Agency Public Protection Arrangements
 - MARAC Multi-Agency Risk Assessment Conference
 - MCA Mental Capacity Act
 - MSP Making Safeguarding Personal
 - RASC Responding to and Addressing Serious Concerns
 - SAR Safeguarding Adults Review



**Teeswide Safeguarding Adults Board (TSAB) Adult Safeguarding Procedure –
Safeguarding Concern Received Flowchart (Stage 2 – Local Authority)**

FEEDBACK: Ensure at every stage the adult at risk (or their advocate or representative) are involved, consider the need for advocacy (IMCA) and asked if their outcomes are the same or have changed. Ensure that feedback is given to the person raising the concern, as appropriate. Agencies involved in the enquiry should receive feedback at every stage.

‘SAFEGUARDING CONCERN RECEIVED BY LOCAL AUTHORITY’

‘LOCAL AUTHORITY MAKE AN INITIAL ENQUIRY’

- Assess or address any immediate safety and protection needs,
- Clarify the information provided with the person raising the concern,
- Seek or review the adults view / wishes including their desired outcome (considering MCA & Best Interests (BI) decisions) (Making Safeguarding Personal (MSP)),
- Is the alleged Person Alleged to Cause Harm (PACH) in a position of trust?
- Review if it is a complaint or a commissioning issue - consider RASC (Responding to and Addressing Serious Concerns),
- Gather further information from identified sources to decide if there is reasonable cause to suspect Section 42 duty has been met.
- Decide outcome & approach.

** Ensure feedback is given to the person raising the concern, as appropriate.*

‘SECTION 42 DUTY: REASONABLE CAUSE TO SUSPECT’

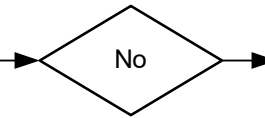
S42 (1) - Is there reasonable cause to suspect:

- an adult with care and support needs is,
- at risk of, or experiencing abuse or neglect and,
- cannot protect themselves as a result of their needs and to ascertain the views of the adult on the nature, level and type of risk and support they may need to mitigate risk.

“No decision about me without me”

‘MUST MAKE (OR CAUSE TO BE MADE) WHATEVER ENQUIRIES NECESSARY’

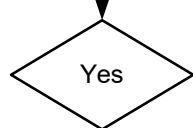
After proportionate fact finding, is it necessary to continue to the **S42(2)** duty to make enquiries and take action? If so, what and by whom?



‘SIGNPOST TO ALTERNATIVE PATHWAYS’

- Assessment / Review (Care Management)
- SAR notification
- Input from specialist services is required e.g. Domestic Abuse, Drug & Alcohol etc.
- MAPPA / MARAC
- Other Support Services
- Complaint
- Initiate an ‘Other Enquiry’, for example when the adult has died etc.
- Safeguarding processes not required

** Ensure you record your decision making*



‘COMMENCE A SECTION 42 ENQUIRY’

Log as Section 42 Enquiry on case management system.

Proceed to Stage 3 of the Adult Safeguarding Procedure

- Key:**
- IMCA Independent Mental Capacity Advocate
 - IMHA Independent Mental Health Advocate
 - MAPPA Multi-Agency Public Protection Arrangements
 - MARAC Multi-Agency Risk Assessment Conference
 - MCA Mental Capacity Act
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 - SAR Safeguarding Adults Review

Stage 2 (within 3-days) – Local Authority



**Teeswide Safeguarding Adults Board (TSAB) Adult Safeguarding Procedure –
Section 42 Enquiry Flowchart (Stage 3 – Local Authority)**

FEEDBACK: Ensure at every stage the adult at risk (or their advocate or representative) are involved, consider the need for advocacy (IMCA) and asked if their outcomes are the same or have changed. Ensure that feedback is given to the person raising the concern, as appropriate. Agencies involved in the enquiry should receive feedback at every stage.

‘SECTION 42 STATUTORY DUTY OF ENQUIRY TO BE CONDUCTED’

The Local Authority retains accountability and oversight of the enquiry and outcomes, ensuring the six key Safeguarding Principles are adhered to.

‘PLANNING THE SECTION 42 ENQUIRY’

- Review the immediate safety and protection needs of the adult
- Seek or review the adult’s views / wishes including their desired outcomes, considering MCA & Best Interests (BI) decisions (MSP)
- Review whether the adult requires an independent advocate
- Review what action is needed and identify who will carry out the enquiry.

“No decision about me without me”

‘THE SECTION 42 ENQUIRY’

- Establish facts (ensure Criminal Activity has been reported to Police and any quality of service issues are reported to Commissioners / CQC). Consider Responding to and Addressing Serious Concerns (RASC) Protocol
- Ascertain the adult’s views and wishes
- Assess the needs of the adult for protection, support and redress and how they might be met
- Consider if the enquiry could be undertaken through a conversation with the adult face-to-face / over the telephone or whether a multi-agency perspective is needed
- Ensure information is sought from all relevant people
- Initiate an ‘Other Enquiry’, for example when the adult has died etc.
- Formulate and agree an Adult Safeguarding Plan

‘ADULT SAFEGUARDING PLAN’

Adult Safeguarding plan is formulated and agreed.

The plan should:

- Be person-centred and outcome focused
- Be proportionate and least restrictive
- Be made with full participation of the adult, or their representative or advocate as appropriate
- Wherever possible, designed to reflect and aim to achieve the adult’s desired outcomes
- Not be risk averse
- Reflect a positive risk taking approach
- Be clear how the plan will promote the wellbeing of the adult
- Set timescales for the monitoring and review of the plan. These should be set individually when formulating the plan, and should reflect the circumstances and level of risk involved.
- Identify who the lead professional is and who will take the lead with responsibility to monitor and review the agreed plan. Ensure that all involved in delivering the plan are clear about their roles and actions.

NB. The plan could be anything from a single action to a more comprehensive plan.

‘REVIEW OF ADULT SAFEGUARDING PLAN’

Adult Safeguarding Plan is reviewed to evaluate:

- Progress and the effectiveness of the Adult Safeguarding Plan
- Whether the Adult’s outcomes have been achieved
- Review the current / ongoing level of risk
- Decide if the Section 42 Enquiry can be concluded.

Six Key Safeguarding Principles

- Empowerment**
People being supported and encouraged to make their own decisions and informed consent.
- Prevention**
It is better to take action before harm occurs.
- Proportionality**
The least intrusive response appropriate to the risk presented.
- Protection**
Support and representation for those in greatest need.
- Partnership**
Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability**
Accountability and transparency in delivering safeguarding.

‘SECTION 42 ENQUIRY DUTY – CONCLUDED’

- Consider whether a referral needs to be made to HRAP
- Consider if a SAR notification is required
- Consider if the Adult requires input from specialist services, e.g. Domestic Abuse, Drug & Alcohol etc. and/or other support services
- Consider whether a referral is needed to MAPP / MARAC
- Ensure your decision making and reasons to conclude the Section 42 Enquiry is recorded regardless of the outcome.
- Review the risk outcomes (Risk Remained, Risk Reduced, Risk Removed).

- Key:**
- HRAP High Risk Adults Panel
 - IMCA Independent Mental Capacity Advocate
 - IMHA Independent Mental Health Advocate
 - MAPP Multi-Agency Public Protection Arrangements
 - MARAC Multi-Agency Risk Assessment Conference
 - MCA Mental Capacity Act
 - MSP Making Safeguarding Personal
 - RASC Responding to and Addressing Serious Concerns
 - SAR Safeguarding Adults Review

Stage 3 (within 7-days – if not possible record the reason why) – Local Authority

Stage 3 (within 28-days – where reasonably practical or timescale determined at Multi-Agency Meeting) – Local Authority