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| --- | --- |
| [address] | [insert LA address] |
| Your Ref: | Please ask for: insert name and email address |
| Our Ref: insert reference details | Date: insert date |

**Private and Confidential**

Dear NAME,

**Re: Request for a Safeguarding Adults Section 42 Enquiry – Re CLIENT + SERVICE**

An Adult Safeguarding Concern (attached/enclosed) was received by Insert Local Authority in respect of SERVICE USER.

The enquiry must:

Detail here what the concerns are that needs a s42 enquiry to answer

In line with the Care Act 2014, Care and Support Statutory Guidance Chapter 14 and the Teeswide Safeguarding Adults Board; Inter-Agency Safeguarding Adults Policy and Procedures this concern should be investigated by means of an Adult Safeguarding Enquiry to establish whether there was an instance of abuse or neglect and to ensure appropriate measures are implemented to protect the adult (and others) and minimise the risk of reoccurrence.

In order to progress this matter, we formally request that SERVICE PROVIDER/NAME undertake a full enquiry into the concerns and report the findings, in the form of a formal enquiry report, back to Insert Local Authority, as the lead agency for coordinating the Adult Safeguarding process.

When conducting the enquiry you must:

* Follow the principles of Making Safeguarding Personal by involving insert SERVICE USER or their representative throughout the enquiry.
* Identify their outcomes and use them to inform and guide the enquiry.
* Ensure any Advocacy support they need is provided via the Lead Officer in the Local Authority.
* Provide appropriate information to the adult to help them understand what will happen next
* Handle the enquiry in a sensitive and skilled way to ensure distress to the adult is minimised.
* Ensure the enquiry focuses on the promotion of the adult’s wellbeing.
* Provide the Local Authority with sufficient evidence to support the outcome of the enquiry including feedback on if the adults outcomes have been met, partly met or not met (specifying reasons). When writing your s42 Enquiry Report please use the *Section 42 Enquiry Report Template* attached

Please make the necessary arrangements to submit your completed enquiry report to NAME at the above address by **???? or within** **28 days of receipt of this letter** by **secure email, by recorded delivery or hand delivery** to ensure security of all personal information**.**  Following the completion of your enquiry we will discuss further with you whether any actions are required with regards further progression of this matter.

Should you have any queries in the meantime, please do not hesitate to contact us direct on **??? ????**.

Yours sincerely

NAME

Job title