



## **SAFEGUARDING POLICY: ADULTS WITH CARE AND SUPPORT NEEDS (PART 1)**

### **Overarching Policy**

#### **Definitions**

##### **Adult at risk:**

An adult at risk is *any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support* (Care Act 2014 [England]). This definition is broadly consistent with definitions across the devolved nations. In Scotland, the definition of an 'adult at risk' or 'vulnerable adult' applies to those aged 16 years and over. In Northern Ireland the definition is, helpfully, broken down to assist in understanding as follows:

##### **Adult at risk of harm:**

An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their: Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain and/or Life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

### **1. Introduction**

1.1 The Federation supports both carers and those they care for and this Policy is designed to highlight issues arising when staff and volunteers are *working* with Adults at Risk.

1.2 For the purpose of this document an Adult with care and support needs is a person who is over the age of 18 and is unable to care for themselves or assert themselves against abuse due to possibly being frail or old, having mental health issues, a physical illness or some form of disability. Individuals who suffer in this way may be more open to abuse, neglect and possible exploitation by other individuals. Carers Federation recognises this and will ensure that the carers it supports are similarly informed.

1.3 It is fundamental to this safeguarding policy that the welfare of the client is always regarded as paramount. All Adults with care and support needs have a right to safeguarding from abuse irrespective of their culture, ability, gender, language, racial origin, religious belief and/or sexual identity. It is acknowledged that all suspicions and allegations of abuse will be taken seriously and responded to swiftly, appropriately and professionally. All members of the Federation irrespective of the role being performed have a responsibility to understand and adhere to this policy and report all concerns to the appropriate officer.

## 2. Why the policy is important and legal context

The Carers Federation has a legal responsibility to prevent and report concerns about the abuse, neglect and ill-treatment of adults who are at risk of being harmed, alongside its responsibility to protect children who have suffered abuse.

Statutory guidance means that the Carers Federation adheres to the framework of relevant legislation and statutory guidance in the countries in which it operates. The relevant law and guidance are as follows:

The Care Act 2014, which came into effect in 2015, is the primary legislation in England for the support and protection of adults. It represents the most significant reform of care and support in more than 60 years, putting people and their carers in control of their care and support.

<https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

The legislation sets out how people's care and support needs should be met, and introduces the right to an assessment for anyone, including carers and self-funders, in need of support.

The act's "wellbeing principle" spells out a local authority's duty to ensure people's wellbeing is at the centre of all it does with greater emphasis on outcomes and helping people to connect with their local community. It seeks to ensure that people's eligibility for services will be the same across England.

Guidance on safeguarding vulnerable adults, which in England had taken the form of the 'No Secrets' (2000) guidance, has been replaced by statutory guidance issued under the legislation which is the Care and Support Statutory Guidance (revised October 2018):

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This guidance is the adult equivalent of *Working Together to Safeguard Children* (Department for Education, 2018) for those seeking to support and protect adults at risk.

There are legal requirements on statutory bodies under the Care Act 2014, and statutory guidance (Care and Support Statutory Guidance 2018) applying to the voluntary sector across England and the devolved nations, for organisations to do everything they can to recognise and report abuse quickly and appropriately to keep adults safe, and to prevent such abuse from happening in the first place.

Anyone who is employed or volunteers for or, on behalf of the Carers Federation, regardless of the type or amount of contact they have with adults who are at risk of abuse or vulnerable adults, has a role to play in safeguarding and protecting them. They must:

- Know how to recognise potential abuse of adults at risk/vulnerable adults
- Know what to do when safeguarding concerns arise
- Understand what Carers Federation expects of them in terms of their own behaviour and actions
- Act in accordance with this policy
- Awareness of locality procedures within area of operations

An adult at risk of abuse can be anyone over the age of eighteen, including service users, staff or volunteers. Whilst personal characteristics may make an individual more vulnerable i.e. disability and communication difficulties, it is the situation around an individual which may increase risk or place them at potential risk of harm. It is therefore vital to be open to the possibility that any adult may be at risk and that this can be temporary or on-going depending on the support and protective factors around them.

Professional fundraising agents, subcontractors, third-parties and assignees involved in services for Carers Federation parties must comply with Carers Federation's safeguarding policies, legislation and all relevant regulatory codes of conduct including the Institute of Fundraising's code of practice when dealing with donors and prospective donors.

This policy applies to all staff and volunteers (including trustees and interns), secondees, agency staff, students, sole traders and contractors, including associates and professional fundraising agencies.

**For more information about the key legislation and government initiatives in relation to the protection of adults at risk go to: <https://www.anncrafttrust.org/resources/>**

### 3. Key Principles

The Carers Federation's approach to safeguarding adults at risk is based on the following principles:

- All adults have a right to equal protection from all types of harm or abuse, regardless of age, ability, gender, racial heritage, religious beliefs, sexual orientation or personal characteristics which may indicate additional vulnerabilities
- The best interests of the adult are paramount in all considerations about the safeguarding and protection of adults at risk
- Where concerns are identified, the key principles of working with adults at risk embedded in the Care Act 2014, will inform Carers Federation's approach to interventions at all times
- Where a concern is identified, we must communicate very clearly what we have done and will be doing to safeguard the adult at risk, unless to do so would in any way increase risk to them or a child. Capacity will be assumed unless there is reason to believe that the person cannot understand
- Where we are working together with adults at risk, their carers', family members and other agencies, it is essential to recognise that, in some limited circumstances, it will not be appropriate to engage with carers or family members in order to protect the adult at risk
- Concerns or allegations that Carers Federation staff or volunteers have, in relation to abused or neglected adults will be taken very seriously and managed sensitively and fairly in accordance with these policies, relevant legislation and local procedures

### 4. Types of abuse in adults.

Eleven types of abuse are identified through the legislation and guidance framework.

- Physical abuse – Involves any manner of causing physical harm to a vulnerable adult. This could include fabricating or inducing illness.
- Domestic Abuse – Including, psychological, sexual, financial, emotional and honour-based violence.
- Sexual abuse – Forcing or inciting any vulnerable adult to take part in any form of sexual activity. Inducing a vulnerable adult to behave in sexually inappropriate ways.
- Psychological abuse – Persistent emotional ill treatment of a vulnerable adult to cause severe and enduring effects on their emotional state/development.
- Financial Abuse – Including, fraud, theft, coercion and internet scamming.
- Modern Slavery – Slavery, forced labour, domestic servitude and human trafficking.
- Discriminatory Abuse – Harassment or slurs on the grounds of race, religion, faith, disability, gender, age, sexual orientation.
- Organisational abuse – Neglect or poor levels of care within an institution or care setting.
- Neglect and acts of omission – The persistent failure to meet a vulnerable adults needs, be they physical or emotional.
- Self Neglect – Failing to care for one's own basic physical or emotional needs in order to cause harm to oneself.

- Hate Crime – A criminal offence motivated by hostility or prejudice.

There are additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

**Cyber Bullying:** Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities.

**Forced Marriage:** This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

**Female Genital Mutilation:** FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons (WHO). It is also sometimes referred to as female genital cutting or female circumcision.

**Mate Crime:** A "mate crime" is when "vulnerable people are befriending by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private.

**Cuckooing:** When someone's home is targeted and taken over to sell drugs by criminal gangs.

**Radicalisation:** The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

## **5. Promoting Good Practice**

5.1 The abuse of a Vulnerable Adult can occur in a number of ways and could be affected by any individual or service provider who is able to have regular contact with the Vulnerable Adult. Regular contact implies a constant pattern of contact, even if this may be for short periods dispersed over certain periods of time, such as a week. It is important therefore that all Carers Federation staff and volunteers are alert to the vulnerability of clients.

5.2 Abuse can occur within many situations, including the home, care homes or other institutions. Carers Federation staff are in a good position to make assessments as to the standard of care people experience and the potential for adults with care and support needs to be abused.

5.3 It is strongly recommended that all staff and volunteers should be mindful to set an excellent role model for clients. Professional boundaries must be maintained at all times. (See also Carers Federation Code of Conduct). Carers Federation is committed to zero tolerance of abuse and neglect within our organization.

## **6. Selection of Staff**

6.1 It is expected that all prospective staff and volunteers will complete an application form. This will elicit information about the candidate's past and a self disclosure about any criminal record. All relevant posts will be subject to an Enhanced Check with the Disclosure and Barring Service (DBS) check.

6.2 Where the post entails direct work with clients, two confidential references should be taken up and confirmed directly with the referee.

6.3 Federation staff and volunteers must be prepared to provide evidence of identity.

6.4 No member of staff or volunteer should be permitted to provide support to clients until the application form has been completed in full, including sections on criminal records and self disclosures. Any qualifications quoted must be substantiated and the applicant must sign to acknowledge adherence to this policy document.

Carers Federation operates in line with Safer Recruitment-for further information around Safer recruitment: <https://www.anncrafttrust.org/resources/safe-recruitment-process/>

## **7. Proactive role of Federation**

7.1 The Federation will appoint a member of the Senior Management Team as nominated Child and Adult Safeguarding Officer. It will be that person's responsibility to implement the policy set out in this document and keep updated to reflect any changes to relevant legislation regardless of review cycle (12 months).

This section should be read in conjunction with the Managing Allegations Policy and Whistleblowing Policy, and any queries should be raised directly with the Safeguarding Lead.

7.2 Each service will have a person with designated Safeguarding responsibilities. This should usually be the service manager or team leader and will be the named Safeguarding Lead.

7.3 All front-line staff will undertake the dedicated safeguarding training via Carers Federation Virtual Learning Environment as part of their induction and annually thereafter; where required additional training will be sought for bespoke requirements and will be accessed via relevant reputable providers. Carers Federation staff should be alert to potential abuse and act where appropriate to minimize risk and prevent abuse of vulnerable people.

7.4 All complaints or allegations made against a member of staff or volunteer in respect of abuse must be reported immediately to the Safeguarding Officer. If the complaint or allegation relates to the Safeguarding Officer in person, it must be reported to the Chair of the Board of Trustees. Also see Whistleblowing Policy.

7.5 If there are concerns about suspected abuse of any adult at risk, that suspicion must be referred immediately to your line manager/Safeguarding lead who will take such steps as considered necessary. They will consider the need to break any confidentiality undertakings that have been given by the Carers Federation to the client and make the decision to report these suspicions as appropriate.

7.6 The line manager/Safeguarding Lead will refer the allegation to the local Adult Social Care department or police without delay. Where appropriate the client should be informed that this action is being taken.

7.7 All concerns referred to Carers Federation staff shall be dealt with confidentially and information only shared on a need-to-know basis.

## **8. Role of managers and team leaders**

8.1 To ensure that the Federation's Adults with Care and Support Needs policy and procedures are followed and particularly to inform Adult Social Care of relevant concerns about individual clients.

8.2 If the abuse is a crime, such as theft or assault, then the police must be involved in order to prevent this type of crime being committed in respect of other Adults at Risk.

8.3 Ensure that appropriate information is available at the time of any referral and that written records are kept.

8.4 Liaise with Adult Social Care and other agencies as appropriate.

8.5 Keep the Carers Federation Safeguarding Officer informed of any action taken and any further action required.

8.6 Ensure that an individual case record is maintained including action taken, what liaison there has been with other agencies and the outcome.

**9. Role of Safeguarding Officer**

9.1. The Safeguarding Officer will advise Carers Federation of training needs in respect of working with Adults at Risk and undertake the relevant training in line with the role.

9.2. The Safeguarding Officer will collate information on Carers Federation work with vulnerable clients and provide information, training and advice on abuse and safeguarding issues to Federation staff and volunteers.

**10. Records**

10.1. All staff and volunteers must keep written records (in line with GDPR protocols) of concerns about adults with care and support needs even where there is no need to refer the matter. This includes any risk assessments carried out in respect of the client. All records kept should be stored in locked locations and in line with Carers Federation GDPR policies.

10.2. Regardless of the outcome of any suspicion or allegation of abuse, all details must be recorded by the member of staff involved. Important information to record includes: -

- The date and time that the suspicion, allegation or actual abuse incident is reported to the member of staff or volunteer.
- Details given to staff about the above to include date and time of when incidents occurred.
- Any details of the parties involved or potentially involved.
- Details of what action the staff member has taken.
- Details of reporting i.e., to whom and when.
- These notes must be signed off by the line manager and a copy sent to the Safeguarding Officer

**Safeguarding Contacts**

<p><b>Safeguarding Officer &amp; SMT approval of policy:</b></p> <p>Signed: <i>J Bell</i></p> <p><b>December 2025</b></p>	<p>Carers Federation CEO  <b>Jayne Bell</b>                  Mob: 07525 237735                  Email: <a href="mailto:j.bell@carersfederation.co.uk">j.bell@carersfederation.co.uk</a></p>
<p><b>Safeguarding Leads</b></p>	<p>Carers Federation - Carer Services Lead (Head Office)  <b>Rosaleen Lynch</b>                  Mob: 07739 237147                  Email: <a href="mailto:r.lynch@carersfederation.co.uk">r.lynch@carersfederation.co.uk</a></p> <p>Carers Federation Operations Manager  <b>Philip Kerr</b>                  Mob: 07738 994059                  Email: <a href="mailto:philipk@carersfederation.co.uk">philipk@carersfederation.co.uk</a></p> <p>(Each office/service will have a named lead with contact details displayed prominently in each office)</p>

**It is imperative that relevant Local Authority Safeguarding Adult pathways are followed when following this policy. The information can be found via the Safeguarding Adults website within each Local Authority area. When engaging with new locality areas relevant hard copies of policies will be requested and stored in the locality office for any staff that do not have access to the internet.**

## **SAFEGUARDING POLICY: ADULTS WITH CARE AND SUPPORT NEEDS (PART 2)**

### **Policy Process/ Procedure**

#### **Procedure for recording and reporting allegations or concerns of Abuse**

A disclosure of abuse may come directly from a client, or it may be an adult client who informs us about concerns they have for another adult's safety. It may also relate to something you witness that gives rise to concern. In each case, follow the procedure below as closely as possible.

Complete a '**Safeguarding Referral Form**' (Appendix 3) as soon as is practicable after hearing the information or witnessing the incident. This is to be completed even if a decision is taken to not refer.

Discuss the matter with your line manager / Safeguarding Lead or in their absence, the Safeguarding Officer. In most situations your line manager will make any necessary referrals

If any of the above are not available and the adult is in immediate danger, refer yourself. Telephone the Adult Social Care Duty Team and report the allegation or concern.

Appropriate telephone numbers should be available and in a prominent position in your office.

If it is a clear case of a crime having been committed contact your local police station. Record all information briefly, accurately and clearly.

Follow up your telephone conversation to Adult Social Care with a letter, within 24 hours, confirming that you have reported the matter and **request they notify you within 48 hours that they have received the information and are acting on it.**

Log the referral in **red** in the clients file and keep a copy of the concern of abuse statement sheet in the file. Post a photocopy of the '**Safeguarding Referral Form**' to the Safeguarding Officer at Carers Federation HQ, Pelham Road Nottingham.

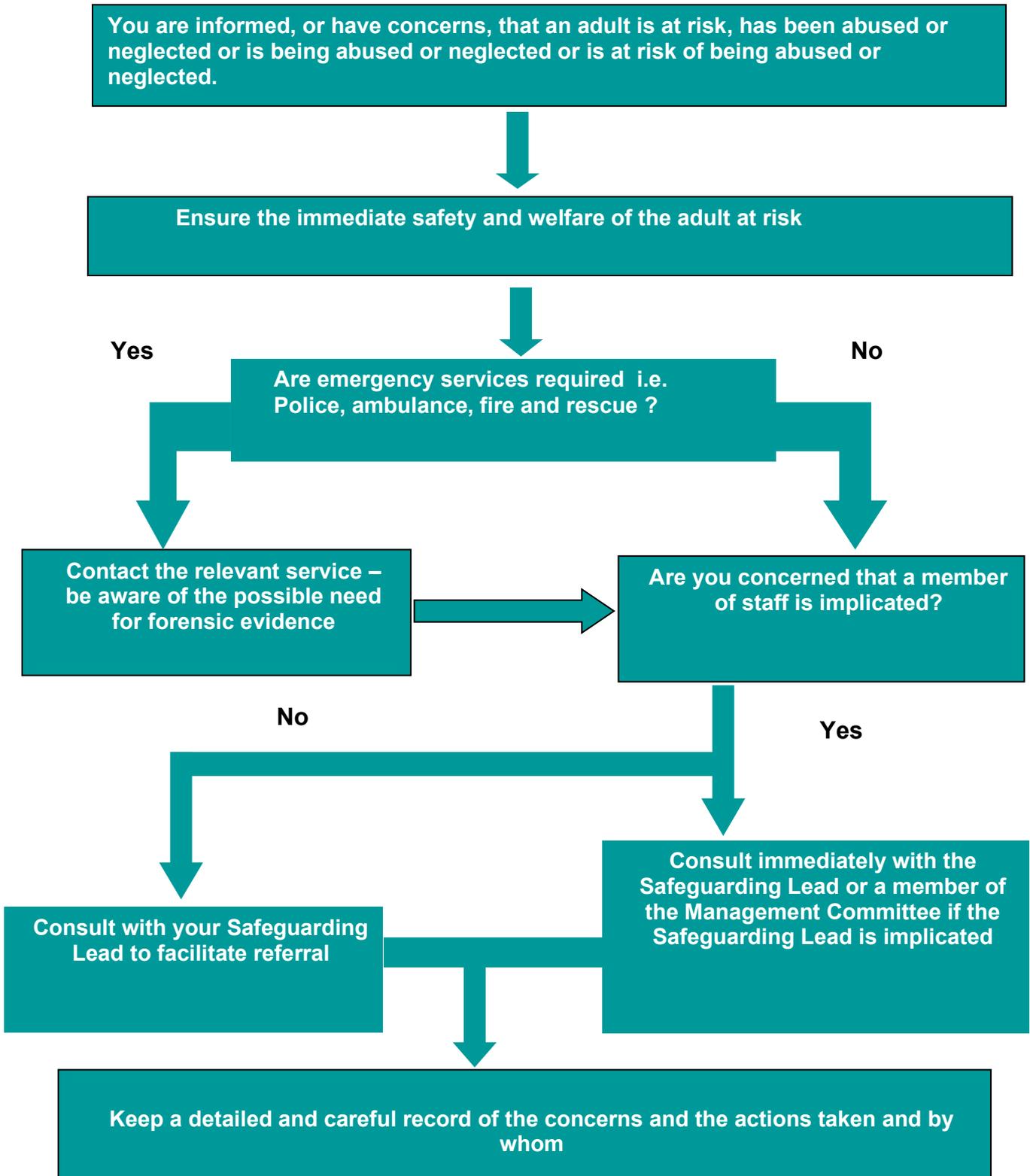
#### **What to do if you suspect a case of abuse against an adult.**

If information is passed to you alleging abuse, or you think someone you have met through your work at Carers Federation is being abused, whether by a member of staff, a volunteer or by someone else - do not ignore it.

- Report the issue **without delay** to your Safeguarding Lead or Safeguarding Officer. They will treat what you tell them in confidence.
- They will record your concerns and help decide on what action is needed.
- **Do not pass on your concerns to other people in the Forum or outside without express their permission.** Gossip spreads quickly and is often inaccurate. You may cause harm to the alleged victim or to the accused person who may be innocent. Only those who need to be aware of a situation should be told. Any breach of confidentiality will be a disciplinary offence.

- If the vulnerable adult tells you about a situation that seems to be abusive, reassure him or her that telling you was the right thing to do.
- 'Listen' carefully to what you are being told or make rough notes of what you have witnessed.
- Where appropriate explain that our Adults at Risk policy does not allow us to keep such information confidential
- Complete a '**Safeguarding Referral Form**' as soon as is practicable after hearing the information or witnessing the incident. This is to be completed even if a decision is taken to not refer.
- Discuss the matter with your Safeguarding Lead or in their absence, the Safeguarding Officer. In most situations the Safeguarding Lead will make any necessary referrals
- If any of the above are not available and the adult is in immediate danger, refer yourself. This will usually entail a call to the police or ambulance service.
- Telephone the Adult Social Care Duty Team and report the allegation or concern. Appropriate telephone numbers should be available and in a prominent position in your office. If it is a clear case of a crime having been committed contact your local police station.
- Record all information briefly, accurately and clearly.
- Follow up your telephone conversation to Adult Social Care with a letter, within 24 hours, confirming that you have reported the matter and **request they notify you within 48 hours that they have received the information and are acting on it.**
- Log the referral in **red** in the clients file and keep a copy of the referral form in the file.
- Email a copy of the '**Safeguarding Referral Form**' to the Carers Federation Safeguarding Officer  
Don't confront the person alleged abuser.

This flowchart provides a brief overview of the process for raising a concern and should be used in conjunction with the written procedure. You should raise any concern about abuse or neglect immediately if an emergency or otherwise within the same working day.



## Review of Policy

Safeguarding policies will be reviewed every 12 months or earlier whenever there is any major change in the organization or in relevant legislation by the SMT and Carers Lead.

### Appendix 1: Categories of Adult Abuse

Reference: Care and Support Statutory Guidance (2018)

#### What constitutes abuse and neglect?

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Organisations and individuals should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered. Exploitation and abuse of power are common themes in the following list of the types of abuse and neglect.

#### Physical abuse including:

- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

#### Domestic violence including:

- physical
- psychological
- sexual
- financial
- emotional abuse
- honour-based violence

The cross-government definition of domestic violence and abuse is:

*any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.*

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years' imprisonment, a fine or both.

The offence closes a gap in the law around patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, sending a clear message that it is wrong to violate the trust of those closest to you, providing better protection to victims experiencing continuous abuse and allowing for earlier identification, intervention and prevention.

**Sexual abuse including:**

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

**Psychological abuse including:**

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

**Financial or material abuse including:**

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with:
  - wills, property, inheritance or financial transactions
  - the misuse or misappropriation of property, possessions or benefits

Financial abuse is the main form of abuse investigated by the Office of the Public Guardian both amongst adults at risk and children. Financial abuse can occur in isolation, but as research has shown, where there are other forms of abuse, there is likely to be financial abuse occurring. Although this is not always the case, everyone should also be aware of this possibility. Potential indicators of financial abuse include:

- lack of heating, clothing or food
- change of living conditions
- inability to pay bills/ unexplained shortage of money
- unexplained withdrawals from an account
- unexplained loss/ misplacement of financial documents
- the recent addition of authorised signers on a client or donor's signature card
- sudden or unexpected changes in a will or other financial documents

### **Modern slavery encompasses:**

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

### **Discriminatory abuse including forms of harassment or slurs because of:**

- race
- gender and gender identity
- age
- disability
- sexual orientation
- religion

### **Organisational abuse**

This includes neglect and poor care practice within an institution or specific care setting e.g. a hospital or care home or in relation to care provided in one's own home.

This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice due to the structure, policies, processes and practices within an organisation.

### **Neglect and acts of omission including:**

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

### **Self-neglect**

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Incidents of abuse may be one-off or multiple and affect one person or more. Professionals and others should look beyond single incidents or individuals to identify patterns of harm. Repeated instances of poor care may be an indication of more serious problems and of what we now describe as organisational abuse. In order to see these patterns, it is important that information is recorded and appropriately shared.

Patterns of abuse vary and include:

- serial abuse, in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- long-term abuse, in the context of an ongoing family relationship such as domestic violence between spouses or generations, or persistent psychological abuse
- opportunistic abuse, such as theft occurring because money or jewellery has been left lying around

***Note:** This is not an exhaustive list, nor do these examples prove that there is actual abuse occurring. However, they do indicate that a closer look and possible investigation may be needed.*

## **Appendix 2: Key Principles**

**Care and Support Statutory Guidance (Re-issued 2018)** Key principles when working with Adults at Risk

### **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.

**Appendix 3:**

**Carers Federation Safeguarding Referral Form**

This form should be completed prior to making a referral of a child, young person or adult as a result of Safeguarding concerns. If there is immediate risk of harm, a decision can be made to complete it afterwards. All sections of this form must be completed		
Date	Name of worker	
Name of person for whom there are concerns		
Address		
Age	Ethnicity	Disability
Barriers to communication		
Details of concerns		
Add an additional sheet if necessary		
What did the worker say / do in response		
Has the referral been discussed with the parent/carer	YES	NO
Has permission been given for the referral	YES	NO
Record of conversation with the parent/carer if appropriate		

Name of person making the referral	
Name of Safeguarding lead discussed with	
Details of who referred to:	Service
	Name
	Address
	Tel
	email
Confirmation letter sent?	YES NO
Recorded on file?	YES NO
Details of follow up action	
Signature of worker	Date
Signature of Safeguarding Lead	Date