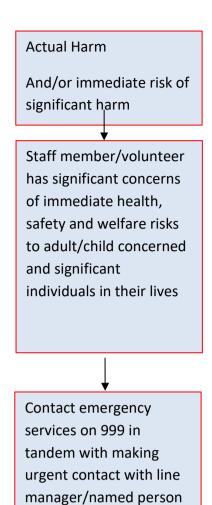
Appendix 1 C061A Safeguarding Procedure Flowchart - Adults and Children.docx

Safeguarding Procedure Flowchart – Adults & Children

Named People: Polly Traxler - Principle Social Worker & Director of Governance, Wellbeing & Family Support, Jessica Hobson & Suzy Oswick (Social Workers] Fay Richardson [Director of Care & Contracts]

All staff and volunteers to follow this process in the event of concerns



Complete retrospective cause for concern form. Pass to named people. Named person to complete relevant local authority safeguarding adult form

Substantial concern with no General cause for concern is raised apparent immediate risk Staff member/volunteer must Staff member/volunteer must raise raise their concern with line their concerns with line manager and manager and named person named person by end of their working within 3 hours. day. If out of hours call: If out of hours call: Polly Traxler 07957 21234 1. Polly Traxler 07957 212343 Fay Richardson 07801435732 2. Fay Richardson 07801435732 Named people/person to check relevant information eg. System1 notes/risk assessments/background context to concern. This must be completed within the same working day and to speak with adult/child concerned and significant individuals in their lives The person raising the concerns should complete the concern forms. Support is available from the Named Person if needed.

The Named Person to consult with at least one of the other named people during this process and to inform the Director of Care [registered manager] of the concern in the event of escalating the concern to Social Services

Agree action to be taken within 24 hrs

Possible Outcomes

No further concern. Follow up with any appropriate support required

Cause for concern. Named person to inform relevant social authority department [complete Herts/ Bucks safeguarding reporting form]

> Herts Adults 0300 123 4042 (including out of hours):

Herts Children's Services 0300 123 4043 (including out of

hours): **Bucks Adults**

Mon-Fri 9-5 **0800137915** [Out of hrs duty team **0800 9997677**]

Bucks Children's Services

Mon- Fri 9-5 **01296383962** [Out of hours duty team 0800 999 7677] Named person <u>must</u> inform the adult at risk/appropriate next of kin of referral. This may include the potential unless in doing so is thought to increase risk of

Named person must inform the adult with parental responsibility for child concerned.

harm to adult at risk.

Named people to provide any support required by local authority as part of their investigations

SAFEGUARDING PROCEDURE FLOWCHART ADULTS AND CHILDREN	
Ref: C061A	Date of Original Implementation: 15/03/11
Page 1 of 1	Review date: 03/03/2025