


Safeguarding Face to face conversation template



Conversation with the adult who is experiencing or at risk of abuse to agree with them what actions, if any, they want to take or want others to take to stop the harm or reduce the risks? Please complete as fully as possible and share with the safeguarding manager or the allocated social worker promptly.

Name of adult	<i>Only for non ASC workers</i>	
Name of worker (if not ASC)	Organisation (if not ASC)	
Contact details (if not ASC)		
Date/time of safeguarding conversation		
Location of conversation <i>Adult's home, care/nursing home, hospital, GP surgery, housing office, police station, other – please state</i>		
Advocate or support present? Y/N	<i>If yes provide contact details- phone, email etc</i>	
Capacity assessment(s) completed Y/N	<i>If yes – provide details and outcome</i>	
Face to face guidance	 Guidance to assist workers to complete :	
Summary of safeguarding concern		
Summarise the concern received – what are the concerns, when raised and by whom (only for non ASC staff)		
What are the adult's views of the risks?	<i>If the adult does not think there are any risks do we agree with this assessment? If we believe there are risks please record the conversation about these and confirm that the adult is not under duress and is making an unwise decision with capacity</i>	
If the adult agrees that there are risks what would they feel would help make them feel safer (outcomes)	Outcome	Who might help to deliver these and when?
Workers view of the risks and proposed outcomes – are the outcomes realistic?	<i>If not revisit explaining why some may not be possible – e.g having someone “locked up”. May need to be that we will support the adult to make complaint to the police</i>	
Does the adult want to attend a planning meeting, if required? Yes/no. <i>If yes what day/time/venue would suit the adult If no who will feedback to them?</i> Does this include an advocate or family/friend?		
Does the adult have a view on timescales? If not realistic can we agree a timeframe with them		
Who will keep the adult updated? <i>Provide name/contact details of worker/volunteer</i>		

Exiting safeguarding	
Does action need to be taken without the adults consent? If yes state why – public interest, PIPOT etc. Please explain this to the adult	
The adult refuses to engage but others are at risk	Log the concerns and close safeguarding episode for the adult; however Adult Social care will open a public interest safeguarding on SharePoint. The adult will NOT have access to this information.