

## Guidance for external agencies when producing an Organisational S42 enquiry report

### Context

The Care Act (2014) places a duty to cooperate on Safeguarding Adults Board members and requires other organisations to work in partnership with the Board. In producing a report (form available) the six safeguarding principles should be considered (section 42 – 46 of the Care Act):

- ✚ Empowerment – I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens
- ✚ Prevention – It is better to take action before harm occurs
- ✚ Proportionality – proportionate and least intrusive response appropriate to the risk presented. “professionals will work for my best interests, as I see them and will only get involved as much as needed”
- ✚ Protection – Support and representation for those in greatest need. “ I get help to take part in the safeguarding process to the extent to which I want and to which I am able”
- ✚ Partnership – local solutions through services working with their communities to prevent detect and report neglect and abuse. “ I am confident professionals will work together to get the best result for me”
- ✚ Accountability – Accountability and transparency in delivering safeguarding, “ I understand the role of everyone involved in my life”

### Your role in completing an organisational S42 enquiry/report

You are involved in a S42 (Adult Safeguarding) enquiry either because you or your organisation’s representative attended or contributed to a planning meeting/discussion, at which you were identified as:

- someone with specific skills/knowledge to contribute to the enquiry OR
- you manage a staff member or volunteer and will be completing a disciplinary or conduct enquiry OR
- you have a contractual relationship with the provider and may have been involved in contract monitoring activities

If you are **not** clear about why you have been asked to be involved please contact the representative from your organisation who attended the planning meeting. If additional information is required please contact the Safeguarding Manager who chaired the planning meeting. If you don’t have any contact details of either your representative or the Safeguarding Manager, please contact the CAT team on 01226 773300 who will be able to direct your call to the relevant individual(s).

## Key Principles

An organisational S42 enquiry excludes the adult(s) from the planning and overarching conference to allow a timely, holistic approach to the risks/themes whilst preventing the provider, named as the alleged source of harm, from having to attend multiple meetings about the same core issues. The adults and/or their advocates will have been informed that an overarching enquiry is taking place and the reasons for this (to address issues in a more holistic way and reduce the risks and implement a timely action plan). Adults are able to request an individual S42 enquiry once they have received the minutes and related reports. You will have access to a copy of the planning meeting minutes which will include what is required from you and the timescales for completion of the report.

The key components are listed below:

- A Summary of your role/job title/contact details and your role in the S 42 enquiry
- What you have been asked to enquire into – medication mismanagement, tissue viability issues, complete a disciplinary investigation, contract monitoring and/or compliance etc.
- A professional evaluation of the actions taken/omitted by the organisation(named as the alleged source of harm) and the impact on the adult(s)
- An evaluation of what action(s) are required to reduce the risk of repeated harm/abuse in the future?
- A professional view on whether or not abuse has been substantiated based on your enquiry and analysis.
- Anonymised data if your report includes more than one adult (this will have been agreed at the planning meeting)

## The report

The report should be written in an accessible language format, as the majority of the reports will be shared with the adult(s) following the overarching conference. In some cases the adult will not receive the reports but will be sent the anonymised minutes. The report **must** be shared with the alleged source of harm, in advance of the overarching conference, the Safeguarding Manager will advise you how this should be completed, if this has not already been agreed at planning meeting stage.

## Advice and support can be obtained from

Your Safeguarding Adults Lead (if you have one)

The Safeguarding Manager or the named social worker for this S42 enquiry

The Safeguarding Adults Board Manager

External agencies S42 guidance approved March 17 P&P. review date March 18.  
G/si/safeguarding/guidance.