

Guidance for the completion of the Adult Social Care/ Safeguarding/VARMM concern form

Context

The form allows you to share information that may result in either

- A social care/mental health assessment
- A safeguarding adults assessment (including self neglect)

Section 1

- Please provide the name of a manager or colleague who can discuss the concern with us, if you work shifts or are due to go on annual leave etc to avoid delay in assessing the risks and responding

Section 2

- If both a social care assessment and you are sharing concerns about abuse or self neglect please tick both boxes

Section 3

- Please provide as much information as you can, especially contact phone numbers and an accurate address.

Section 4

- If you are not sure what disabilities the adult has, please tick as many as you feel are relevant and then add the reasons for your assessment at the start of text box 4
- In the text box – please try and provide a brief chronology of your concerns and if you could provide us with details of **facts** in addition to **your concerns/observations**

Section 5

- Please tick as many abuse types to cover the harm you think the adult is experiencing or at risk from. If you need further information about the indicators of abuse please visit the SY Safeguarding Adults procedures – add link

Section 6

- It is essential that the adult is aware of your concerns and has a choice about whether or not they want a concern to be raised.
- It is possible that the issues can be resolved without formal safeguarding by you/your organisation or by signposting them to another organisation
- If the adult refuses to discuss the concerns with you and you believe the risks are unlikely to be resolved without support you should share your concerns with adult social care

Section 6A

- It is essential that if it is not possible to talk to the adult or doing so would increase the risks to them that this is included in this section

Section 7

- Ideally risks should be addressed asap, if you are able to take any action to reduce risks then please do so and include details of what actions have been taken and the impact on the risks
- If Domestic abuse is a feature in the concern – a DASH risk assessment should be completed – **add link**
- If you have agreed with the adult that a referral to another agency is appropriate please add as much information – name of organisation/worker/phone number/email address etc

Section 8

- Please provide as much detail as possible about other adults or children at risk. If the concern relates to an employee please state the name of the employer and if possible provide details of the manager

Section 9

- Please provide as much information as possible to support social care and the police to assess the risk posed by the individual
- A person in position of Trust is a worker/volunteer who works with adults at risk of harm OR a person who works with Children who cares for adults in a paid or unpaid capacity

Section 10

- It is not essential to let the alleged source of harm know a concern is being raised and may in some cases increase the risk to the adult.

Section 11

- If the concern has been shared with the police by either the adult or you/your organisation provide crime number/link police officer etc

Section 12

- Ideally the adult will have consented to the concern being shared with Adult Social Care etc, however if you believe that
 - Other adults are at risk from the alleged source of harm
 - The adult is unable to consent due to issues with their mental capacity
 - And/or
 - The adult is under duress from a family member

You must share the concern.

If you want to discuss the concern in advance of completing the form either contact your internal safeguarding colleague (if available) OR contact the Customer Access Team on 01226 773300

Finally – please do not send via email unless you have a secure email or are internal to BMBC – e.g your email includes GCSX, GSI, CJSM, NHS.NET etc. If you don't have a secure email complete for your own records but ring and speak to the customer access team