


Title:	Safeguarding Adults Policy	
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Safeguarding Adults Policy

Pentreath Ltd is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

Introduction

Pentreath have adopted this policy for the protection of adults in Cornwall accessing our service in line with the Care Act 2014 which replaces the “No Secrets” guidance 2000. The Care Act places a duty on agencies to safeguard adults and places the Safeguarding Adults Board (“SAB”) on a statutory footing, strengthening its authority to hold agencies to account in the execution of their duties.

The SAB Policy and Standards provides an agreed framework for the way in which the safeguarding duties set out in the Care Act are implemented in Cornwall and the Isles of Scilly. It describes how organisations should work together to prevent neglect and abuse and how to respond if neglect and abuse is suspected, disclosed or identified.

The aims of the Multi-disciplinary Safeguarding policy are to:

- Raise public awareness of adult safeguarding so that families and communities play their part in preventing, identifying and responding to the risk of neglect and abuse;
- Provide information, advice and support to help people understand the different risks and what to do when they have a concern about the safety or well-being of a person;
- Identify risk factors and potential harm early
- Prevent harm and reduce the risk of neglect and abuse
- Take appropriate action to stop neglect or abuse when it is identified
- Practice in a way that supports the adult to make informed choices and taking control about how they want to live;
- Practice in a way that focuses on improving the adult’s life in the way they want
- Research, analyse and take action to address the causes of neglect and abuse

In order to achieve these aims, agencies must take active responsibility for the following:

- Everyone in their agency / organisation / service is clear about their role and responsibility
- Work collaboratively with others to share information and provide timely responses to neglect and abuse
- Develop a learning organisation based on a framework of quality assurance and performance management
- Provide practitioners and frontline managers with appropriate levels of supervision and access to learning opportunities
- Reduce physical and social isolation by enabling the adult's access to mainstream community resources such as accessible leisure facilities, safe town centres and community groups
- Respond robustly to safeguarding concerns deriving from the poor quality and inadequacy of service provision.

Making Safeguarding Personal (“MSP”)

Pentreath recognises the importance of a safeguarding culture that focuses on outcomes, with a range of responses, working in partnership, to support people to improve or resolve their circumstances. As a person centred organisation Pentreath works to the six principles of the Care Act 2014:

- Empowerment
- Protection
- Proportionality
- Prevention
- Partnership
- Accountability

Pentreath is committed to responding to concerns about the neglect and abuse of adults in line with these multi-disciplinary policies.

Pentreath's Safeguarding Adults Policy should be read in conjunction with Pentreath's Code of Conduct, Confidentiality, Disclosure and Barring, Prevent, Professional Boundaries and Safer Recruitment Policies, of which it forms a part. All staff are covered by the Policy and failure to comply could result in disciplinary action being taken.

Aim of the policy

To provide a framework for Pentreath staff to work together in preventing abuse and/or neglect and ensure that any such abuse is responded to effectively.

What is Safeguarding?

In general terms, safeguarding means supporting an adult's right to live free from the risk and fear of neglect and abuse. It is about people and organisations working together to prevent the risk and to stop neglect or abuse when it becomes known. At all times those with a duty to safeguard people must give due regard to their views, wishes, feelings and beliefs when making decisions or taking action, in accordance with MSP. This approach recognises that people have complex interpersonal relationships and may feel ambivalent or be unclear or unrealistic about their personal circumstances.

Safeguarding Adults Process Flowchart

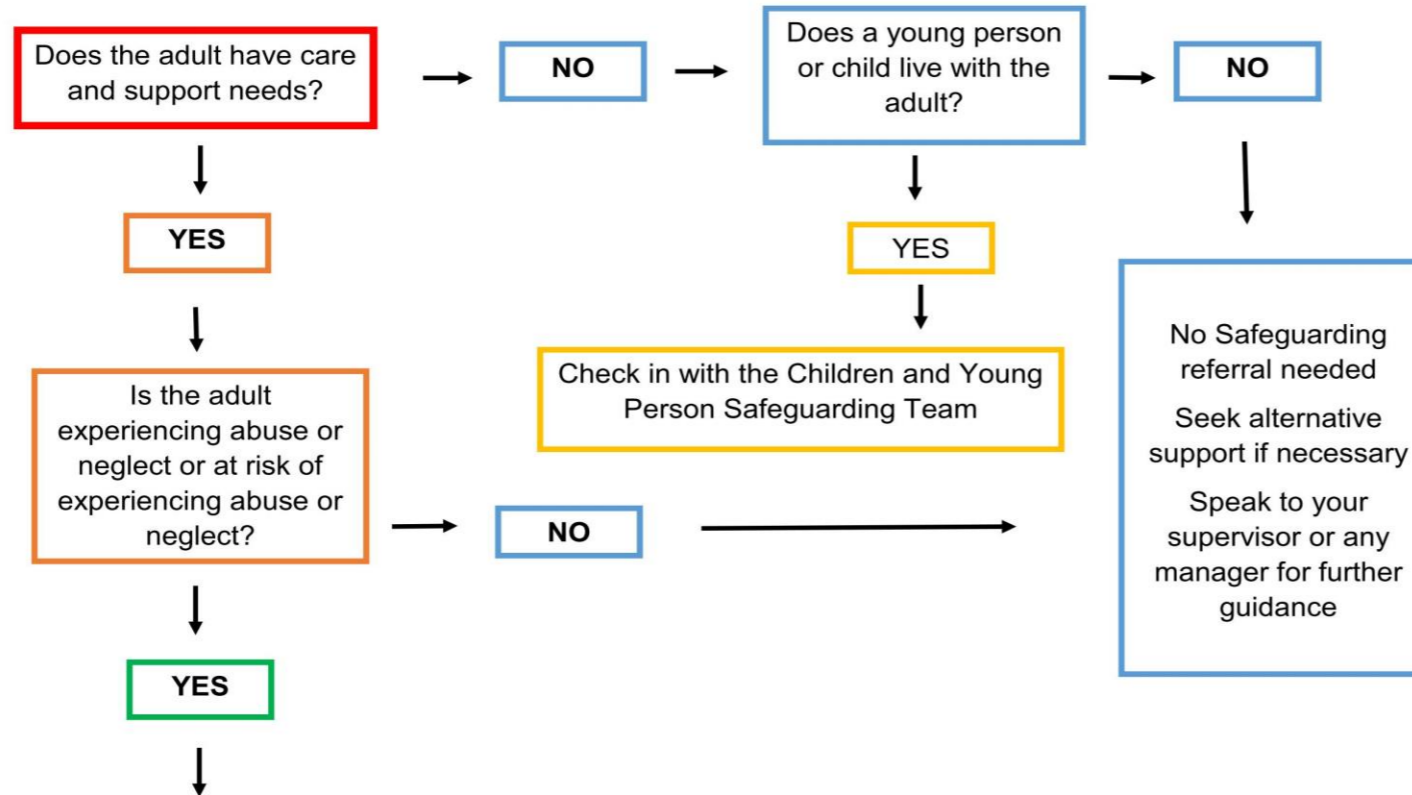
This is a quick reference tool; always refer to the Adult Safeguarding Policy

Adult Safeguarding Criteria

- Aged 18 or over; **and**
- has care and support needs (whether or not the local authority is meeting those needs); **and**
 - is experiencing, or at risk of experiencing, abuse and/or neglect; **and**
 - as a result of those care and support needs is unable to protect themselves from the risk or experience of abuse and/or neglect

Categories of Abuse:

- Physical
- Sexual
- Psychological
- Financial
- Self Neglect
- Neglect by Others
- Modern Day Slavery
- Discriminatory
- Organisational
- Domestic
- Institutional



Speak to an Adult Safeguarding Lead immediately (details below)

In the absence of an adult safeguard lead, please contact a children and young people safeguard lead or another manager.



Emma Russell
emma@pentreath.co.uk
Tel: 07738 547 073
Tues - Thurs



Matt Bennett
matt@pentreath.co.uk
Tel: 07738 547 086
Full time hours



Olivia (Liv) Goold
olivia@pentreath.co.uk
Tel: 07738 547 085
Mon - Thurs



Stewart Rickard
stewart@pentreath.co.uk
Tel: 07712 526 183
Full time hours

If the person is in immediate danger always call 999

Safeguarding in Cornwall

For information call 01872 326433,

Email adultsafeguardingconcerns@cornwall.gov.uk

Visit: www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/

Professionals Line for additional guidance: 01209 881999

Safeguarding in Plymouth and Devon

For information visit:

www.devonsafeguardingadultspartnership.org.uk/reporting-a-concern/

This page includes phone numbers to call for support or guidance in the appropriate areas (although Plymouth is in Devon, they are split under two council areas)

Always inform a Safeguarding Lead of any action taken.

Advisor to do the following:

If you are advised by a Safeguarding Lead to make a safeguarding referral, access the appropriate referral route for the locale, by using one of the two links below:

Cornwall

www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/

Plymouth & Devon

<https://www.devonsafeguardingadultspartnership.org.uk/reporting-a-concern/>

Note: you must click on the button which says 'make an online safeguarding referral'

You must also

- Complete the Pentreath Safeguarding Profoma
- Email the Pentreath Safeguarding Proforma, which must be password protected with the usual Pentreath password, to safeguarding@pentreath.co.uk and copy in your supervisor
- Document in client records and ensure contact sheets and notes are backed up to the server (where applicable)
- De-brief with Safeguard Lead and your supervisor

Who do adult safeguarding duties apply to?

The safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the Local Authority is meeting any of those needs); and
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
(reference Care Act guidance: paragraph 14.2)

However, all adults have the right to independence which may involve some risks.

The adult experiencing, or at risk of abuse or neglect will be referred to as the *adult* throughout this policy.

This policy relates to people 18 years of age or over and young people in transition from children to adult's services.

Definition of abuse:

Abuse is a violation of an individual's human and civil rights by any other person or persons.

A single or repeated act or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an adult.

It may be physical, verbal, or psychological. It may be an act of neglect or an omission to act, or it may occur when a person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subjected to it.

Types of Abuse:

Abuse may consist of a single act or repeated acts and the following main forms of abuse have been identified:

- **Physical Abuse**
- **Domestic Abuse**
- **Sexual Abuse**
- **Psychological Abuse**
- **Financial or Material Abuse**

- **Modern Slavery**
- **Neglect or Acts of Omission**
- **Discriminatory Abuse**
- **Organisational Abuse**
- **Self-neglect**

Any or all of these categories of abuse may occur as the result of deliberate intent, negligence or ignorance. Incidents of abuse may be multiple, either one adult in a continuing relationship or service context, or to more than one adult at a time. This makes it important to look beyond the single incident or breach of standards to underlying dynamics and patterns of harm.

It is important to establish the adult's history and a chronology of significant events in their life to better understand how the current incident / risk has come about.

No abuse is acceptable, and some abuse is a criminal offence and must be reported to the Police as soon as possible.

To act or not to act:

You may suspect abuse because:

- You have general concerns about someone's well-being.
- You see or hear about something which could be abuse.
- Someone tells you that something has happened or is happening to them, which could be abuse.

Remember, it is not your role to investigate any concerns you may have. It is your role to pass on any concerns you may have.

Disclosure

If a disclosure of alleged abuse is made to a member of staff or volunteer it is not their responsibility to investigate the allegation; but wherever possible they should try to obtain the following information:

- details of the person who has disclosed that they have been abused
- the person they allege to be the abuser,
- the type of abuse,
- where the abuse has taken place,
- when,
- whether or not consent has been obtained from the Adult at Risk.

Consent

- Informed consent should be obtained when an adult has capacity under the Mental Capacity Act 2005.
- Mental capacity refers to the ability to understand an act, decision or transaction, and their consequences.
- A person is said to lack the capacity to make a decision if, due to an impairment or a disturbance in the functioning of their brain or mind (i.e. due to physical or mental illness, the influence of drugs or alcohol), he/ she is unable to:
 - understand the information relevant to the decision, and / or
 - retain the information, and / or
 - use or weigh that information as part of the process of making the decision, and / or
 - communicate their decision by any means
- It may be necessary to override the requirement and workers should discuss any issues around information sharing with their line managers and advise the adult that professionals will hold this discussion in the adult's best interest.
- When there is a lack of mental capacity, Independent Mental Capacity Advocate (IMCA) services must be considered.

What to do:

The order in which actions are taken will depend upon the urgency of the situation and the degree of perceived immediate risk or threat to the adult:

- If the adult is in immediate danger or in need of urgent medical attention, action should be taken to ensure their safety and well-being. For example, contacting the Police or the Ambulance Service by dialing 999 or seeking alternative accommodation and support.
- If there are reasons to believe a serious crime has been committed, then the Police should be called immediately.
- All evidence should be preserved for forensic examination. If allegations are against an employee of a statutory, private or voluntary organisation, it is the responsibility of the employer to suspend the alleged perpetrator with advice from the Human Resources Manager while the investigation proceeds.
- Listen carefully to what you are being told and reassure the person that you are taking what they say seriously.
- Tell your manager what has happened.

What not to do:

- Touch or clear away any evidence.
- Agree to keep it a secret – you cannot do this. Explain to them that you will have to pass the information on. If possible, name the person you will pass the information to.
- In discussing concerns and clarifying the situation or possible action to be taken staff must not ask leading questions which could prejudice a Police investigation. Always use open questions when establishing the events and do not interrupt the person.
- Staff should be mindful of their own and other individuals' safety and not alert, confront, investigate or interview the alleged perpetrator.
- Talk to other staff members or clients about the information shared with you.

Ensuring Immediate Safety

All allegations or suspicions are to be treated seriously. No abuse is acceptable, and some abuse is a criminal offence and must be reported to the Police as soon as possible. To determine the appropriate action, it is important to consider:

- **Risk** – does the adult, staff member or volunteer understand the nature and consequences of any risk they may be subject to, and do they willingly accept such a risk?
- **Self-determination** – is the adult able to make their own decisions and choices, and do they wish to do so?
- **Seriousness** – A number of factors will determine whether intervention is required. The perception of the victim must be the starting point. Factors informing assessment of seriousness will include:
 - The **perception** by the individual and their **vulnerability**
 - The **extent** of the abuse
 - The **length of time** it has been going on
 - The **impact** on the individual
 - The risk of **repetition** or **escalation** involving this or other vulnerable adults
 - Is a **criminal offence** being committed

The Advisor should contact the named Safeguarding Adult Lead Person within Pentreath who will support them in taking the matter forward, i.e. supporting member of staff or volunteer to make telephone contact with the Safeguarding Adults Triage Team. A referral to the Safeguarding Adults Team may be made after this phone call.

Pentreath Designated Safeguarding Adult Leads are:

Olivia Goold, Project Manager	07738 547 085
Matt Bennett, Project Manager	07738 547 086
Stewart Rickard, Project Manager	07712 526 183
Emma Russell, Deputy CEO	07738 547 073

If the allegation is against one of the main named Safeguarding Adult Lead Person, the other safeguarding lead should be contacted.

If further disclosures are made by the same adult at risk, without evidence of any obvious action being taken from the original disclosure, immediate contact should be made with the Safeguarding Adults Lead and the Chief Executive to ensure the allegation is being suitably dealt with.

Recording Information - What to do:

If you witness abuse or someone tells you about it;

- All staff are responsible for ensuring that all Safeguarding Adults actions and information are properly recorded via the Pentreath Safeguarding Adults Proforma. This should be sent to the Safeguarding Adults Lead who will input the information onto the Safeguarding Adults central spreadsheet.
- It is essential that clear and accurate records be kept of all contacts and actions relating to cases of alleged abuse/neglect. The records may need to be used to hold individuals/agencies to account and therefore should be complete.
- It is important that no record breaches the person's individual legal rights.
- All records should be **accurate** and **factual**.
- Write an account of what you have seen or heard as soon as possible. Make sure you include the time and date. The recording should provide an accurate detailed record of what was disclosed by the vulnerable adult, any other significant conversation and what was observed. Main elements of recording should contain: -
 - What was alleged?
 - When it was said to have occurred?
 - Where did it happen?
 - Who was involved?
- Note down what the person said, using their own words.

- Describe the circumstances and identify anyone else who was there at the time.
- Use a body map to record any injuries.
- Sign and date your report, noting the time and the location.
- The line manager should ensure the allegation is properly recorded and signed as soon as possible.

Report Information – What to do:

Anybody could see abuse taking place, be told about abuse or suspect abuse is occurring. It is Pentreaths duty is to report this.

- Anybody can report abuse – the vulnerable adult themselves, health workers, domiciliary care staff, social care workers, emergency services staff, voluntary staff, college staff, housing workers, day centre staff, residential and nursing home staff (at any level of seniority), carers, families or any member of the public.
- You must never assume that somebody else will recognise and report what you have seen or heard.
- It can be difficult if the allegation is about a colleague or it is difficult to believe what you have heard – but you must still report any alleged abuse or concerns that you have.
- The advisor should make a written record of what they have been told or witnessed and any actions taken. The advisor should ensure they pass this information on appropriately.
- The individual should be informed of the intention to report this information, where it is safe and appropriate to do so.
- On receipt of an allegation / concern, the Safeguarding Adult Lead will decide whether this incident triggers a Safeguarding Adults referral. If a decision is made to proceed with Safeguarding Adults procedure, then the Safeguarding Adult Lead will ask the member of staff to contact the Safeguarding Adults Access Team and make a referral directly.
- However, if the decision is not to proceed with a Safeguarding Adult referral, then the evidence for making this decision must be recorded and the decision not to proceed with a Safeguarding Adult referral brought to the notice of the Safeguarding Adult Lead and they must agree this.
- If there is uncertainty as to whether the abuse has taken place, the incident should be brought to the Safeguarding Adult Lead for advice.

Out Of Hours/ Safeguarding Adults Lead Unavailable

If there is a need to make a Safeguarding Adults referral out of normal operating hours (such as evenings and weekends) or none of the Safeguarding Adult Leads are available, then the referral should be made via the appropriate route below:

For clients living in Cornwall:

If you have any **Adult welfare/social care support matters**, please contact the **Access Team on 0300 1234 131 or 01872 326433**

Out of hours mental health crisis CPFT – MH Connect Tel: 0800 038 5300

Email: adultsafeguardingconcerns@cornwall.gov.uk

For clients living in Plymouth:

If you have any **Adult welfare/social care support matters**, please contact the **Adult Services team on 01752 668000 or 01752 346984**

24/7 First Response Mental Health Crisis Line – Professionals Tel: 01752 434135

For clients living in Devon:

If you have any **Adult welfare/social care support matters**, please contact **Adult Social Care on 0345 1551007 or 0345 6000388**

Mental Health Crisis line - Professionals Tel: 01392 539118

Email: adultsc.safeguardingadultservices-mailbox@devon.gov.uk

Before making a referral, you must consider:

- Consent
- Capacity
- Can the individual protect themselves
- Desired outcomes of the individual and making safeguarding personal principles

The person making the referral should also inform one of the Safeguarding Adults Leads of the action taken as soon as practicably possible when normal operating hours resume.

Confidentiality

- Personal information about adults, carer(s) and families held by health professionals is normally subject to a duty of confidence and would not normally be disclosed without the consent of the adult. However, the Data Protection Act 1998 allows disclosure of confidential information necessary to safeguard the welfare of adults.
- Information must only be shared on a need to know basis when it is in the best interests of the client;
- It is inappropriate for agencies to give assurance of absolute confidentiality where there are concerns about abuse, particularly in those situations when other people may be at risk.

Once information has been supplied to the Safeguarding Adults Lead it should not be subject to further discussion with **anyone** else, unless information is specifically requested by someone involved in the Safeguarding Adults process. If there is any doubt the Safeguarding Adults Lead should be contacted to clarify the situation and provide guidance.

Staff and volunteers should be aware that the information provided by a Pentreath employee or volunteer to the Safeguarding Adults Lead Person will be acted upon in accordance with the Multi Agency Safeguarding Adults Policy in Cornwall.

No guarantees that the information will remain confidential should be made to the person making the disclosure.

All Pentreath staff and volunteers must agree to apply this procedure in practice. The procedure is deemed to be incorporated in the staff contract of employment and it is a condition of employment with Pentreath that staff and volunteers understand and operate the policy fully.

Information Sharing

Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.

Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective support.

To ensure effective safeguarding arrangements no professional should assume that someone else will pass on information which they think may be critical to keeping an adult safe. If you have concerns about an adults' welfare and believe they are suffering or likely to suffer harm, then you should share the information.

The most important consideration is whether sharing information is likely to safeguard and protect an adult. The following principles intend to help practitioners and practitioners should use their judgement when making decisions to share information:

- Necessary and proportionate
- Relevant
- Adequate
- Accurate
- Timely
- Secure
- Record

Rights and Responsibilities

Responsibilities of Pentreath

- To ensure staff and volunteers are aware of the Safeguarding Adults policy and are adequately trained.
- To ensure all concerns about an individual's welfare are shared with the appropriate person / agency.
- All clients are provided with information on safeguarding and Pentreaths responsibilities at the start of provision.
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability.
- To report potential criminal acts promptly.
- To supply the CLOS SAB with information it requests in relation to safeguarding.
- To ensure that adult safeguarding procedures are properly followed.
- To DBS check volunteers and employees who have access to or work with adults.

Responsibilities of Pentreath's employees and volunteers

- To be familiar with the Safeguarding Adults policy and procedures.
- To take appropriate action in line with the policies of Pentreath.
- To declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possible resulting in dismissal.

Support for those who report abuse

All those making a complaint or allegation or expressing concern, whether they be staff, clients, carers or members of the general public should be reassured that:

- They will be taken seriously.
- Their comments will usually be treated confidentially, but their concerns may be shared if they or others are at significant risk.
- If clients, they will be given immediate protection from the risk of reprisals or intimidation.
- If Staff, they will be given support and afforded protection if necessary in line with the Public Interest Disclosure Act 1998.
- Managers/Safeguarding Adults Leads will support staff through the safeguarding process and follow up in supervisions and debriefs to ensure and establish any ongoing support the staff member may require.

The Adult has the right:

- To be made aware of this policy.
- To have alleged incidents recognised and taken seriously.
- To receive fair and respectful treatment throughout.
- To be involved in any process as appropriate.
- To receive information about the outcome.

Good Practice

Recruitment of staff and Volunteers:

Follow Pentreath recruitment procedures and policies, including:

- DBS Disclosure.
- Completion of a Pentreath job application form.
- Check references thoroughly including appropriate Disclosure.
- All staff and volunteers have a duty to declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal.

Training:

- Familiarisation with all Pentreath policies and procedures during induction
- Access to the Safeguarding Adult training course provided by Pentreath's Training Department which covers all aspects of Adult Safeguarding Level 2. . All staff will receive training every 2 years.

- Further training, dependent on nature of role, e.g. Risk assessment & management, types of abuse and recognising signs of abuse, keeping appropriate records and listening skills.
- All Pentreath staff will be briefed on the policy and must agree to apply it in practice. The policy is deemed to be incorporated in the contract of employment and it is a condition of service with Pentreath that staff understand and operate the policy fully.
- All members of Pentreath will be given copies of the Safeguarding Adults policy, procedures and code of behaviour and practice.

Management and Supervision

- It is the line manager's responsibility to clarify with the worker or volunteer their roles and responsibilities regarding their relationships with vulnerable adults with whom they may be in contact. Regular supervision for staff and volunteers will monitor the work and offer the opportunity to raise any issues.

Record Keeping

- There should be a written record of any concerns. This confidential information will be kept in a locked drawer by the appropriate person and will be kept for as long as deemed necessary, in line with Data Protection principles. *(please refer to Confidentiality, Data Protection & Data Security Policies)*
- All incidents should be discussed in supervision with line manager.
- Records kept by paid workers about vulnerable adults should only include:
 - Contacts made
 - Referrals made, including date, time, reason and referral agency

Allegations against Workers and Managers from another organisation:

A Person in Position of Trust (PiPoT) allegation refers to a person who works with adults with care and support needs.

When allegations or concerns are raised regarding an employee's behaviour towards children, young people and adults at risk, a discussion will be had with appropriate Adult Social Care Safeguarding team at the earliest opportunity. They will assess the information received and determine whether formal safeguarding action needs to be taken.

Some examples of when this section of the procedure will apply are set out below (this is not an exhaustive list):

- Behaviour that has harmed or may harm someone
- Behaviour towards a child, young person or adult at risk that indicates they may pose a risk to harm of such individuals
- Where the person has committed, or is perceived to have committed, a potential criminal offence
- Concerns could include those:
 - Physical Abuse
 - Domestic Abuse
 - Sexual Abuse
 - Psychological Abuse
 - Financial or Material Abuse
 - Modern Slavery
 - Neglect or Acts of Omission
 - Discriminatory Abuse
 - Organisational Abuse

These concerns may relate to behavior by the staff member towards a service user during the course of their employment or work. They may also be unrelated to their work and instead relate to their family or their private life outside work.

The concerns could potentially relate to a staff member's inappropriate judgement, for example, a failure to report a safeguarding properly.

The concerns could relate to recent events, or they may relate to events that took place sometime in the past but have only recently come to light.

Making a PiPoT referral in Cornwall:

If advised to make a PiPoT referral, this can be accessed through the following link:

[Safeguarding adults - Cornwall Council](#)

Making a PiPoT referral in Plymouth and Devon:

If advised to make a PiPoT referral, you would complete a safeguarding referral, this can be accessed through the following link:

[Report your concern - Devon Safeguarding Adults Partnership](#)

Allegations against Workers and Managers from Pentreath:

If a concern relates to a member of Pentreath staff, this would be dealt with by the Senior Leadership Team in line with the PiPoT process and Pentreath disciplinary policy.

Additional Useful Information

Easy Read Guidance: <https://www.cornwall.gov.uk/media/33588734/say-no-to-abuse-leaflet-easy-read-web-july-2018.pdf>

Information for Professionals:

<https://www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/information-for-professionals/>

Cornwall and Isles of Scilly Safeguarding Adults Board:

<https://ciossafeguarding.org.uk/sab>

Cornwall and Isles of Scilly Safeguarding Adults Board, Adult Safeguarding Policies, Standards and Guidance – Local

<https://ciossafeguarding.org.uk/sab/p/safeguarding-resources/adult-safeguarding-policies-standards-and-guidance-local>

APPENDIX A

Safeguarding Proforma – Adults and Children and Young People

To be completed when you have a safeguarding concern and sent to safeguarding@pentreath.co.uk. Please refer to Pentreath's Safeguarding and Child Protection Policies and flow charts for further guidance

Client Full Name		Client Initials	
		Client ID	
Date of Concern		Discussed with Safeguarding Lead	Yes No
Line Manager Name		Discussed with Line Manager	Yes No
Please identify the type/ types of abuse which are of a concern	Neglect		Financial Abuse
	Physical Abuse		Neglect by others
	Sexual Abuse		Discriminatory Abuse
	Psychological Abuse		Organisational Abuse
			Modern Day Slavery
<p>Nature of concern / disclosure</p> <p><i>Please include all facts that were disclosed to you by the individual who made the disclosure, what happened, who else was there, what did the individual say or do and what you said.</i></p> <p><i>Please indicate if anyone else was involved.</i></p>			
<p>Action Taken in response to disclosure</p> <p><i>Please indicate if concern was passed to:</i></p> <ul style="list-style-type: none"> • Pentreath Safeguarding Lead • MARU • Adult Safeguarding Team • Police <p><i>and response from person/agency.</i></p> <p><i>If a safeguarding referral was made was consent gained?</i></p> <p><i>Please indicate dates if concern was</i></p>			

referred to external agencies as part of a safety plan.			
Any follow up actions required?			
Is the client under 18?	Yes	No	If under 18, has the concern / referral been discussed with the child or young person? <i>If not, state reasons why – if yes, note discussion had</i>
If the safeguarding concern is regarding an adult, are there any under 18's living in the household? Is the adult the parent/carer of the child/ children?	Yes Yes	No No	Please provide details & action taken - if there are risks to a child or young person, you must speak to a Child and Young Person's Safeguarding Lead and notify MARU
Pentreath Staff Name			Signature of staff member
Job Title			Date of signature
Name of Safeguarding Lead			Signature of Safeguarding Lead
Date of Signature			

Contact details:

Adult Safeguarding, Cornwall Council – 01872 326433
MARU - 0300 123 1116

For Safeguarding Leads only:	
Date added to spreadsheet	
Date follow up due	