

How to Report Safeguarding Concerns

3 Step Guide

Keep the person involved in the process at all stages

1. MAKE SAFE

- Have you addressed the degree of harm?
- If emergency services are required **call 999**.
- Take reasonable steps to ensure that there is no immediate danger.
- Protect evidence; do not start investigating the matter yourself.

2. NOTIFY

- Your manager.
- Or more senior manager if there is a conflict of interest or your manager is unavailable.
- Directly to Safeguarding Adults Team if appropriate.

- Is the person experiencing or at risk of experiencing abuse, neglect or self-neglect?
- Please refer to the safeguarding Threshold Guidelines at BSAB website:
<http://www.buckinghamshirepartnership.co.uk/safeguarding-adults-board/>

3. REFER? Does the case meet the threshold for referring further?

YES

WHO TO CONTACT FOR ADVICE OR TO MAKE A REFERRAL

Concerns about an adult: Safeguarding Adult Team
BY PHONE: During office hours TEL: 0800 137 915
Emergency out of hours Tel: 0800 999 7677

EMAIL: safeguardingadults@buckscc.gov.uk

REFERRAL FORM AT: BSAB Website:
<http://buckinghamshirepartnership.co.uk/safeguarding-adults-board/>

NO

- Refer to appropriate agency to address any remaining concerns.
- Record decision making.
- Continue to monitor the situation.

If the concern is about a child please contact 0845 460 0001 or the out of hours emergency team on 0800 999 7677