

Safeguarding checklist – for adults

Day 1

- 1 **Dial 999 if anyone is in immediate danger** or needs immediate medical attention.
- 2 Where possible, **talk to the person**: explain the options, that we'll need to inform the local authority, and find out what they want to happen.
- 3 **Make detailed notes.**
- 4 **Preserve evidence** if there is any.
- 5 **Call your line manager** to let them know about the safeguarding concern and contact the local authority.
- 6 **Ring the local authority** to raise the concern then complete the local authority safeguarding report form (email it to the local authority using Egress).
- 7 **Tell your line manager** you've raised the concern.
- 8 **Call the local authority** to check they've received the form.
- 9 **Update the person at risk** on what you've done.
- 10 **Record all your actions** on the database.

Day 2

- 1 **Call the local authority**: find out if they intend to start a safeguarding enquiry, what protective measures have been put in place and who is overseeing the enquiry.
- 2 **Tell your line manager** immediately if the local authority don't plan to take the safeguarding enquiry forward.
- 3 If possible, **contact the person at risk** and update them on your actions.
- 4 **Update the database.**
- 5 Only **close this issue** with your manager's permission.

Day 3

- 1 If the local authority hasn't yet confirmed if they will start an enquiry, talk to your manager about **beginning the escalation process**.