**Appendix 8A**

**Safeguarding Adults - B&NES**

**Safeguarding Adults Section 42 Enquiry Report**

*Text in italics is for guidance only; please remove when preparing your report*

This is a safeguarding adults Section 42 enquiry template and can be used to support accurate recording. The outcomes identified by the adult at risk will be paramount. Where there are contributions from other agencies / staff, these should be forwarded within agreed formats and timeframes, so that there is **one comprehensive report that includes all sources of information**.

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| **Safeguarding Adults Coordinator** | |
| **Enquiry Officer: name, title and organisation:** | |
| **Person causing harm** (if staff member use x): | |
| **Name of Adult at Risk:** | **ID:** |

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| **Background to the safeguarding concern:**   * *Background information regarding the adult at risk (this should include their care and support needs, whether there is any cognitive impairment which may affect their ability to protect themselves, any previous concerns of a similar nature);* * *Details of the safeguarding referral and chronology of events (details of the categories of abuse under consideration, how it came to light and actions taken);* * *Risk assessment of the situation and measures taken to minimise the risk;* * *Does the adult at risk have the capacity to participate in the safeguarding enquiry?* * *Provide information of the person supporting the Adult at Risk (person or advocate) where this applies;* * *Note where there are any legal representatives (Power of Attorney, Deputyship, Appointeeship)* |
| **Adult at Risk Outcomes:**  *Include the outcome the adult at risk has requested under this Enquiry in relation to the allegations/safeguarding concerns. Any issues of capacity or ability to contribute to this Enquiry should be noted. Advocacy should be offered – make note if this is offered, needs to be commissioned or declined.*  *Need to note any ‘wider public interest’ concerns, and if Enquiry has continued without consent as a result of this.* |

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| **Type of Enquiry**   * *Explain the type of Enquiry being undertaken (see Stage 3, Safeguarding Adult Procedures for further information), including reasons for decisions which were made and how these were set out to meet the outcomes requested by the adult at risk;* * *Detail terms of reference agreed;* * *Detail Lead Agency and agreed timescales;* * *Any other agencies/individuals involved.* |

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| **Findings**  *Provide a summary of any findings and observations, dependent upon the type of Enquiry. In some enquiries there will be an investigation, for example Disciplinary or Police; these might be appended to the Enquiry report if available. Findings should consider the following:*   * *Detail the facts so that decisions and plans for the adult’s wellbeing and protection can be fully informed and take account of the context of the situation. The report needs to be concise, factual and accurate;* * *Detail any conflicts of opinion or disagreement;* * *Review risk assessment and measures required to minimise any further risk (any support or decision that is designed to restrict unsafe choices or behaviour needs to be lawful, proportionate and the least restrictive);* * *Provide details where there have been issues of mental capacity and Best Interest Decisions have had to be made;* * *Has the adult been able to achieve resolution to the allegations made? Is further work required to explore recovery and resilience / support required to enable the adult to take any action they may want to take to seek justice or redress;* * *Ensure that there is sufficient corroboration to draw conclusions and make recommendations;* * *Any modifications needed in the way in which services are provided* |

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| **Outcome person alleged to have caused harm**  *For paid staff or volunteers consider if they were provided with right training, supervision and support. Is a referral to the DBS recommended or other professional body.*  *Please include any identified needs or recommendations regarding the person alleged to have caused harm if they also have care and support needs or are a carer. This may include for example undertaking a risk assessment, devising a safeguarding plan, making arrangements for monitoring and reviewing or a carers assessment.* |
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| **Detail any appendices:** |

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| **Signed:** *This should be signed by the report author(s). Please include job titles when signing. All section 42 reports must be counter signed by the Safeguarding Coordinator.* |
| **Date:** |
| **Safeguarding Coordinator:** |
| **Date:** |