

# **Raising an adult safeguarding concern guidance**

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**We will on request produce this policy / procedure, or particular parts of it, in other languages and formats, in order that everyone can use and comment upon its content.**

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## Introduction

This guidance has been developed by the Suffolk Safeguarding Service with support from Suffolk Service Development and Contracts.

The guidance should be read in conjunction with the Suffolk Safeguarding Framework [Adults Safeguarding Framework 5727 V5 \(squarespace.com\)](https://www.squarespace.com)

This guidance is intended to support service providers, organisations and practitioners to make decisions about raising safeguarding concerns.

It is recognised that there are some areas of safeguarding that give rise to challenge about when to raise a concern, namely:

- Assaults/incidents between adults with care and support needs
- Falls
- Financial Abuse
- Medication errors
- Pressure areas
- Unexplained bruising

This guidance will also help you to know what information is useful to include when raising a safeguarding concern.

## **Assaults/Incidents between adults with care and support needs**

Gathering the following information will support decision-making as to whether a safeguarding concern needs to be raised:

- Name of the person(s) affected?
- Name of location/provider setting?
- Date/Time of the assault/incident?
- Who witnessed the assault/incident?
- Does the person at risk and or the source of risk understand the implications of the assault/incident?
- Have there been any Mental Capacity Assessments completed in relation to the assault/incident, if so has this been formally assessed, by who and when?
- Has the person at risk been asked whether they wish to make a complaint and who to? If they unable to give a view has their representative/advocate been asked?
- Is this the first time there has been an assault/incident between these adults? If not, detail the previous incidents.
- Has any injury been sustained (details)?
- Has medical advice been sought (details)?
- Are both individuals being monitored appropriately? What risk assessments have been completed?
- What level of observations/supervision are both individuals receiving, according to their care plan? Is this being followed?
- How, when and by who will these be reviewed?

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## **Falls**

Gathering the following information will support decision-making as to whether a safeguarding concern needs to be raised:

- 'What' happened?
- 'Where' did it happen?
- 'When' did it happen?
- Has the fall caused any injuries to the adult?
- If injuries have occurred what medical treatment has been sought? When was treatment sought?
- If the adult has been seen by a medical professional what was their view of the injury? What treatment was required?
- Provide dates and information of any falls the adult has had in the last 6 months.
- What risks assessments and management plans are in place for the adult regarding falls risk and prevention? E.g. specialist equipment, referrals to outside agencies, regular monitoring, additional support? **AND** was this being followed?
- What action has been taken to prevent future falls and mitigate risk of harm?
- Does the adult have the capacity to understand any falls risks?
- If applicable has the adult's family and/or representative been informed?

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## **Financial Abuse**

Gathering the following information will support decision-making as to whether a safeguarding concern needs to be raised:

- Does the adult have the mental capacity to decide how their finances are managed, has this been formally assessed, by whom and when?
- Does the adult manage their own finances, if not who does?
- If someone else is managing their finances, are they a Deputy, Attorney, Appointee, a Third-Party signatory or other?
- What type of financial abuse is being reported?
- When was the financial abuse first noticed and by whom?
- Are there any bank documents to show any unexplained transactions and where are these documents?
- Has there been any recent changes to the adult(s) having access to their individual finances?
- Has there been any sudden or unexpected changes in a Will or other financial assets or documents?
- Is someone exerting undue influence on the individual regarding their financial situation?
- Has anyone provided an account or explanation in relation to the financial concerns?
- Who is aware of the financial concerns?
- Is there any visual recorded evidence, who holds it and for how long?
- Are the adult's finances or property now safe?
- What impact is this having on the adult? For example, physical well-being, mental & emotional well-being, living environment, access to the community, risk of eviction, bills cut off etc)

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## Medication Errors

Gathering the following information will support decision-making as to whether a safeguarding concern needs to be raised:

- Name of the adult(s) affected?
- Where do they live?
- Who provides their care and support?
- Does the adult(s) affected have the mental capacity to make decisions about their own medication regime, if not has this been formally assessed, by who and when?
- Is the person (if they have capacity) or their representative/advocate aware of the error occurring?
- Has medical advice been sought, if so what was the advice and who gave it?
- Have there been any symptoms so far from the error?
- Is the person being monitored?
- Name of medication(s) missed or given in error?
- Condition for which the medication is prescribed, and risks associated with missed or errors with the medication.
- Name and date of birth and role of the person who is responsible for the error.
- Have there been any previous concerns regarding their medication administration practice?
- Is their medication training up to date?
- What is their account of how/why they made the error?
- Has the person had previous medication errors made by this provider?
- Are there any wider medication error concerns with this provider?

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## Pressure Areas

It is important to consult the government document that outlines the decision making process to raise a safeguarding concern in relation to pressure areas:

[Pressure ulcers: how to safeguard adults - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/pressure-ulcers-how-to-safeguard-adults)

Gathering the following information will support use of the tool:

- Where does the adult live and who provides their care?
- What Ulcer(s) are being reported (details: location and category/grade)?
- When were the ulcer(s) first documented and by whom?
- What care has been provided up to this point?
- **If applicable:** Have District Nurses been involved, and if so, when did they commence this current phase of involvement?
- **If applicable:** With most recent/current District Nurse involvement, what was the grade/category of Ulcer(s) when the District Nurse first visited?
- **If applicable:** Does the District Nurse team have any concerns for how the provider has managed the sores?
- Has any professional advice been followed appropriately?
- Has there been a risk assessment completed to assess the risk of the person developing pressure ulcers? What was the risk management plan? Has this been followed?
- Does the adult currently have all necessary pressure relieving equipment in place?
- Have any onward referrals been made e.g.: to the GP, Tissue Viability Nurse, Dietician, Speech & Language Therapist etc?
- Have any Mental Capacity Assessments been undertaken in relation to the adult's health needs and/or their care and support needs?
- If so, what was the outcome?
- If they lack capacity to make decisions in relation to their health needs and/or care and support needs has the persons representative/advocate been consulted, and what are their views?

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## Unexplained Bruising

Gathering the following information will support decision-making as to whether a safeguarding concern needs to be raised:

- Is the adult able to explain what happened to cause the bruising?
- If yes, what do they say caused the bruising?
- If no, was the cause of the bruising observed by anyone?
- If they are unable to understand how they may have been injured, has their representative/advocate been informed of the bruising and what are their views on what occurred?
- When was the bruising first noted/recorded and by whom?
- Prior to this, when was the area last seen without bruising?
- If there were no witnesses to the cause of the bruising, is there any CCTV that may reveal the cause of the bruising?
- Where on the body is the bruising? Provide description of size, colour etc. ensure a body map has been completed.
- Has any medical advice been sought and by whom? e.g. GP, District Nurse?
- Does the individual have any underlying medical conditions or are they on any medication which can cause bruising to occur easily e.g., Rheumatoid Arthritis, Lupus, Vasculitis, Diabetes, Haemophilia, Viral Infections, Liver Disease?
- Are falls a known risk which is recorded on their care plan?
- If yes, what should be being undertaken to mitigate the risk of falls?
- Have there been any other incidents of unexplained bruising?
- Have there been any previous accidents or incidents and what was recorded on the body map?
- If yes, what were they, when did the incident(s) occur and what has the provider done to investigate what happened?

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