

## Safeguarding checklist – for adults

## Day 1

- Dial 999 if anyone is in immediate danger or needs immediate medical attention.
- 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.
- Preserve evidence if there is any.
- 5 Call your line manager to let them know about the safeguarding concern and contact the local authority.
- 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.
- **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

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

## Day 3

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