The Adult Safeguarding Team

Wigan Council

Adult Safeguarding Enquiry (S42) Report Factsheet

The Safeguarding Enquiry Report is shared with all invited attendees from Section 6 onwards (Planned Enquiry).

TOP TIPS

- It is important to follow the principles of GDPR specifically within Section 6 of the enquiry report. In terms of professional practice, we have limited control of who has sight of this once the report has been sent out.
- The Safeguarding Team send the confidentiality statement via email to intended recipients of the report and on confirmation of their agreement the report will be sent to them prior to the conference. Any party that does not agree to the confidentiality statement will not receive the report and will be able to view this at the case conference.
- When formatting your report initials are an acceptable way to refer to professionals within the narrative, you may also anonymise with the use of carer A, B, C etc.
- The index of this should be clearly visible as an entry on the Action Log (Section 5) to enable identification of individuals referred to within your report.
- Information gathered from individuals such as evidence reports, interviews and documentation must be downloaded as appendices as these will be shared at the case conference. If there is a large amount of evidence in the appendices, the Safeguarding Team will decide which of these will be shared at the case conference. It is helpful to carry out interviews with PMMD or other professionals such as health colleagues/police as they can also provide verbal evidence at the case conference.
- The Action Log (Section 5) provides a chronology of events and therefore this information should **NOT** be copied and pasted into Section 6.
- The formatting of Section 6 must include background information, a summary of the enquiry and analysis and conclusion based on the facts obtained.
- Section 6 should be set out as follows; process of enquiry to include the background information on the individual e.g. the alert information details of when and where, brief information about strategy meetings/discussions and brief information about safeguarding incidents to date.
- The findings of the enquiry within Section 6 should evidence what has been done and who has been liaised with.
- Under Section 7 please document the service user's views, comments and feedback. This is the section where you evidence that you have been mindful of Making Safeguarding Personal and if appropriate advocacy has been considered/sought.

TOP TIPS

Continued….

- The Analysis Conclusion and Recommendations Section (Section 8) should include a summary of the enquiry, this should include your professional opinion underpinning the outcomes of the enquiry. Reference to appendices can be made in order to support your professional opinion. It is helpful to make recommendations in this section to reduce further risk and these recommendations may also be incorporated into the protection plan.

- When formatting your report please ensure that the information within it is factual and any professional opinions are noted as such. There should be no copy and pasting from any evidence such as interview documentation within the enquiry report. Interview evidence should be summarised as such within the enquiry.

The Adult Safeguarding Team are available to support the Locality and Hospital Advanced Practitioners. If you feel that you require this, please do not hesitate to contact one of our Safeguarding Advanced Practitioners:

Deborah Roberts (07917 200 102)
Stephanie Vaal (07970 544 834)

GDPR top tips:

- Always consider what personal data is relevant to the enquiry?
- Always consider your audience -who will this report be sent to? Who will be invited?
- Be especially careful about recording police information/criminal offences

Based on this, decide what information is necessary and proportionate to include in the report.

THINK: DO THE PARTICIPANTS NEED TO KNOW THIS?

- Always send sensitive information via secure email (to external parties)
- Always double-check names and addresses to make sure they are correct and up to date

Please take the time to read the Government Guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf