[Your name]

Please do note that you may wish to seek legal advice on these issues now and certainly once you receive a response if it is not favourable or have had no response. The seriousness and risk to the individual will dictate how long you should wait for a response but certainly no more than 7 days.

DELETE THIS BOX BEFORE SENDING THIS LETTER

DELETE THIS BOX BEFORE SENDING THIS LETTER

[Your full address]

[Local Authority name]

[Address of the person’s in need safeguarding team]

[Date]

**Child/Adult safeguarding alert:** [Name of individual, then (initials)]

Dear Safeguarding Officer,

I am writing to express concern about a SC75 safeguarding alert about a vulnerable adult/child, [individual’s initials] [date of birth of individual] who currently lives at [address of hospital/relevant placement].

[Individual’s initials] has [a learning disability/autism/any other additional needs] and is in receipt of services funded by [insert commissioner.] as highlighted in the Safeguarding Vulnerable Groups Act 2006. Therefore, there is a legal duty on local authorities to protect and safeguard vulnerable individuals from harm, including those falling within the scope of SC75.

As the concerned individual, I am [name of vulnerable adult/child]’s [mother/father/brother/ sister/ etc] and I am very much involved in [name of vulnerable adult/child]’s day to day life. I would like a full investigation, and that it can involve me.

This safeguarding alert is in relation to the following issue/s:

[Insert concern e.g. inappropriate use of restraint.]

* All known details about situation
* Potential harm
* Relevant guidance

Reference any other outstanding safeguarding alerts.

If you require any further information, please do not hesitate to contact me. I would be grateful if you can inform me as to what action you will be taking in response to the concerns I have outlined above.

Your prompt response and commitment to resolving this matter would be greatly appreciated.

Kind regards,

Your full name

cc: CQC rep, commissioner, social worker