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**ADULT SAFEGUARDING AUDIT**

**Client ID: Team: Worker:**

Questions should be answered: Y = yes, N = no, OB = on balance, NA = not applicable, NK = not known

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| Incident Date |  | Part 1 Opened |  | Part 1 Ended |  |
| Type of Abuse |  | Part 2 Opened |  | Part 2 Ended |  |
| Location of Abuse |  | Record of Alleged Perpetrator |  | Have timescales been adhered to? |  |

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| **Presenting Incident** |  |

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| **Has the response adhered to principle of Empowerment?** |  |

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| **Has the response adhered to the principle of Protection?** |  |

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| **Has the response adhered to the principle of Partnership?** |  |

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| **Has the response adhered to the principle of Proportionality?** |  |

**Guidance**

Empowerment

1. Has it been identified whether the individual has Mental Capacity in relation to the Safeguarding issued and if they lack capacity, has the reasoning for this been clearly articulated and evidenced?
2. If the individual has Mental Capacity, have they been consulted and asked for their views and desired outcomes?
3. If the individual lacks Mental Capacity has an appropriate advocate been identified and contacted and asked for a view and desired outcome?

Protection

1. Does initial response within first 48 hours (Part 1) demonstrate risks and protective factors have been fully considered?
2. Have procedural timescales at Part 1 been adhered to (decision within 2 working days of referral)?
3. Is the decision at the end of Part 1 appropriate, clear, well-articulated and evidenced?
4. If ending at Part 1 is there a clear protection plan in place or if progressing to Part 2 is there an Interim Safety Plan in place?
5. If progressed to Part 2, has a full risk assessment been completed and is it appropriate?
6. Is there adequate detail in the assessment and safeguarding plan to evidence the assessment undertaken and the rationale for decisions made / actions taken?
7. Has the individual been safeguarded and is there a robust protection plan in place?
8. Has transferrable risk been considered and responded to and is this evidenced?
9. If the alleged perpetrator is a vulnerable adult, have their needs been addressed?

Partnership

1. Has the funding Authority been notified if not WBC funded or self-funded individual?
2. Has Care Governance been notified?
3. If the allegation constitutes a possible criminal offence, has the matter been reported to Police and have they been consulted with regard to any strategy?
4. Were relevant agencies consulted and appropriate information shared (and if no strategy meeting, were these recorded as strategy discussions)?
5. Was a strategy meeting convened at the appropriate time?
6. Were relevant agencies represented, including service users view?
7. Was the discussion and outcomes / action plan clearly recorded?
8. Is there evidence of a coordinated multiagency response?

Proportionality

1. Has the approach been proportionate i.e. least intrusive possible whilst fully discharging Duty of Care?