**Berkshire Safeguarding Adults Policy and Procedures**

**Request for Amendment**

The Berkshire Safeguarding Adults Policy and Procedures will be reviewed and amended twice yearly by the Berkshire SA Policy and Procedures Group. All proposed changes will be endorsed by the four Safeguarding Adults Boards of Bracknell, RBWM, Slough and the West of Berkshire prior to publication

All partners share a responsibility to maintain the accuracy of the Policy and Procedures and support the review process by submitting evidence based proposals for amendments. If you are aware of a section that requires updating, please complete this template and send to the named person in your area (see below) and copy to [procedures@reading.gov.uk](mailto:procedures@reading.gov.uk). Legal advice will be required for any major amendments to the Policy and Procedures.

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| --- | --- | --- | --- | --- |
| Date: |  | | | |
| Name: |  | | Organisation: |  |
| Tel no: |  | | Email: |  |
| Section and paragraph number: | |  | | |
| Proposed change to wording: | |  | | |
| Evidence behind proposed change *e.g. change to local processes, national legislation etc* | |  | | |
| Any further information: | |  | | |

Please send this form to the named people in your area and copy to [procedures@reading.gov.uk](mailto:procedures@reading.gov.uk)

**Slough** [Dianne.Martin@slough.gov.uk](mailto:Dianne.Martin@slough.gov.uk) and [Simon.Broad@slough.gov.uk](mailto:Simon.Broad@slough.gov.uk)

**Bracknell Forest** [Abigail.Simmons@bracknell-forest.gov.uk](mailto:Abigail.Simmons@bracknell-forest.gov.uk) and [Dave.Phillips@bracknell-forest.gov.uk](mailto:Dave.Phillips@bracknell-forest.gov.uk)

**Reading** [Rebecca.Flynn2@reading.gov.uk](mailto:Rebecca.Flynn2@reading.gov.uk) and [natalie.madden@reading.gov.uk](mailto:natalie.madden@reading.gov.uk)

**Royal Borough of Windsor and Maidenhead** [Deborah.Maynard@RBWM.gov.uk](mailto:Deborah.Maynard@RBWM.gov.uk)

**West Berkshire** [Sue.Brain@westberks.gov.uk](mailto:Sue.Brain@westberks.gov.uk) and [natalie.madden@reading.gov.uk](mailto:natalie.madden@reading.gov.uk)

**Wokingham** [sarah.oconnor@wokingham.gov.uk](mailto:sarah.oconnor@wokingham.gov.uk) and [natalie.madden@reading.gov.uk](mailto:natalie.madden@reading.gov.uk)