

Adult Safeguarding Reporting and Review Flow Chart

Step 1
Any incident which leads to harm/abuse

Step 2
Record what has happened, ensure patient is immediately safe, seek advice if needed, **if potential criminal act contact police immediately**

Step 3
Consider whether incident meets safeguarding adults criteria and take appropriate action and make alert

YES
Make a **telephone** referral to Somerset County Council Social Services. You can follow this up with a written summary if needed and you will be advised where to email or fax

NO

- Consider whether internal investigation is required
- Update patient records
- Make referral if unmet social or health care needs are identified

Step 4
Somerset Social Services will process the safeguarding alert and decide whether investigation is needed

NO
You will be advised of the reasons not to pursue investigation

YES

- Safeguarding Strategy meeting convened within 5 days of alert
- Investigation will begin – there may be further safeguarding meetings dependent upon complexity
- GP / Practice staff may be requested to supply brief report
- Conclusion of investigation will be discussed at a final safeguarding conference

Adult Safeguarding referrals should be made to the following:

Somerset Tel: 0845 345 9133