

**1SAFEGUARDING CHECKLIST FOR TEAM MANAGERS / SAECs**

Please use this form to audit ALL safeguarding investigations.

This does not include those referrals that are labelled as safeguarding by the referrer but are outcomed as anything other than a safeguarding investigation by the duty manager. In those cases the manager / SAEC must record their decision .

As SAEC / SAFEGUARDING MANAGER (name) ..... your overall responsibilities include ensuring these actions are completed and recorded satisfactorily.

Signed ..... Date .....

Case file name :

ESCR no:

Date Investigation Started:

Completed:

ACTION COMPLETED	Yes	No	N/A
1. Carrying out necessary checks with other agencies			
2. Authorising emergency action to protect the vulnerable adult(s) if this is indicated from the information available. Ensuring that any discriminatory issues are addressed.			
3. Ensuring a formal referral is made to children and families where any possible risk to children is identified.			
4. Liaison with agencies where appropriate to ensure their full involvement : Police Placing Authority CSCI Supporting People Family/carers Service User (consider advocacy service) Health Housing Provider Local HR Liaising with the contracts service, where appropriate, regarding the status of the contract and deciding with them whether any action is needed in relation to the contract, either before, during or after the investigation or case conference has taken place.			
5. Confirm that a <b>strategy meeting</b> (face to face or by phone) has been held P / C Meeting			
6. Confirm decision to : Hold Case Conference Take no further action Other (please state )			
7. You may, at any time in the safeguarding process, decide that the issues have been addressed. You must ensure that all relevant people and/or agencies are made aware of this decision, including the vulnerable adult, family, carer(s) and the referrer.			

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8. The reasons for the decision must be recorded on ESCR. If the vulnerable adult, family, carer(s) or any professional staff have concerns about this decision they should record their concerns, in writing.			
9. All risk assessments have been completed and where appropriate agreed with the Service user / customer.			
10. Confirm the <b>case conference</b> included/involved (present or reports) : Police Worker CSCI Supporting People Service User Advocate Carers Care provider Housing Providers Health Contracts Minute taker Others ( identify )			
11. Confirm that: Recommendation recorded Protection plan stated (Ensure accurate, appropriate and include decisions made) Minutes circulated Outcomes have been shared with others involved (identify) Case worker has been assigned to review and monitor post abuse care plan Actions and timescales have been assigned			
12. Ensuring that a post abuse care plan is agreed and recorded in the vulnerable adult's file.			
13. Ensuring that any assessment/investigation carried out with or without the support of other agencies is fully recorded and that there is a written summary of the findings on which to base decisions..			
14. SAEC ensures that any disagreement with recommendations taken at meetings is recorded and discussed with SDM as a matter of urgency. The SDM should inform senior management of any disagreement with the decision.			
15 Ensuring that the decisions taken as a result of consultations are recorded and include the name of the person taking responsibility for the decisions.			
16 Deciding what information will be made available to the employer or other agencies to enable them to carry out their statutory obligations			
17. Ensuring that appropriate debriefing takes place for staff who have worked with complex and distressing cases. .			
18. Supporting, where appropriate, an establishment case conference or internal review meeting. Ensuring that any necessary 'service action plan' is agreed and monitored to ensure that the service provides 'safe' care / support.			
19 Ensuring that, where appropriate, post abuse support/counselling is available and funded to enable the clients(s) to recover from the abuse or deal with any issues which continue to cause them or their carers concern.			
20 . Ensuring appropriate feedback is given to all relevant people and agencies, including the referrer.			

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21. Ensuring that any innocent 'whistleblowers' are not inappropriately penalised by their act(s). If necessary writing a brief letter, to give to them or future employers, to record their action in supporting the protection of vulnerable adult(s).			
22. Ensure that the case is signed off and monitored using agreed documentation by: Worker Team Manager SAEC SDM			
23. To review individual/audit cases from time to time to determine if any lessons can be learnt.			
24. Ensuring that a complete record of all contacts, meetings phone calls, interviews and decisions are kept in the confidential part of the service user's paper file, and in the appropriate part of ESCR.			
<p><b>Return this form to your Service Delivery Manager at the earliest opportunity.</b></p> <p>SDM name :</p> <p>Signature :</p> <p>Date :</p>			