

Adult Safeguarding Flow Process

You have a safeguarding concern

1. Staff, coach or volunteer has a concern about an adult at risk
2. Staff member receives a phone call about an adult at risk or safeguarding issue
3. Staff coach or volunteer have a face-to-face report of a safeguarding concern

Remember: It's not your responsibility to decide whether abuse is taking place or not, but report where you have concerns or an allegation has been made in order to protect an adult at risk

Ensure you record only what was said. Don't ask leading questions or make assumptions.

In any incidence where matters arise from members of the public and any form of media, all staff must direct this to the designated adult safeguarding lead or CEO if available. Or otherwise respond with 'no comment'.

If the designated safeguarding lead (DSL) for adults (Chris Davis) is available

1. Complete an incident form
2. Report concerns as soon as possible (via telephone or in-person) to Chris Davis - Designated Safeguarding Lead for Adults
Tel: 01452 393611
3. If unavailable report concerns to Ben Langworthy - Deputy Safeguarding Lead for Adults during office hours
01457 393613

If the designated safeguarding lead (DSL) for adults (Chris Davis) is NOT available

Complete an incident form and report concerns to:

Safeguarding Adults in Gloucestershire - Adults Help Desk:

Tel: 01452 426868
Socialcare.enq@gloucestershire.gov.uk

In an Emergency (you feel there is immediate risk to an individual) please contact:

112 or 999 (emergency)
101 (non-emergency)

Inform DSL and Deputy via email that you have completed and securely filed the report in the allocated filing area within 24 hours.