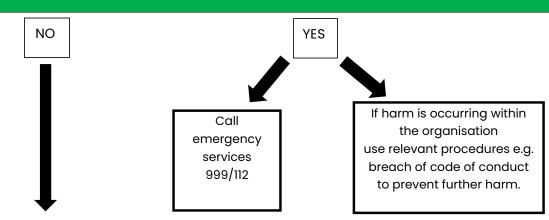


# WBSA Procedure for Safeguarding Lead (Flowchart 2)

Steps 1-5 Initial response (as soon as you receive the Safeguarding referral)

## Step 1: Is someone at immediate risk of harm/danger or in need of immediate medical attention?



## Step 2 – Safeguarding Report Details

If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed If you are being contacted directly request a completed Safeguarding Adults Report Form (staff and volunteers) or fill in the form with the person making the report (public/adult themselves)

### Step 3- Person Making the Report

Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

## Step 4- Person at Risk

What are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?

Do you need to contact the adult directly? Is it safe for you to do so?

## Step 5 – Person at Risk

If it is safe to do so - ensure the person at risk has information about what will happen

Make sure they have been given information about other organisations that can support them (see Appendix 2).

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## Steps 6 - 14 Taking Action

### Step 6 - Consult and Decide

As needed consult Case Management Group/chair WBSA, Local Authority/the Police and decide which one or more of the following actions need to be taken.

#### Step 7

If a serious crime is suspected contact the police

Criminal enquiry, investigation, proceedings

#### Step 8

If you believe there is an 'adult at risk' make a safeguarding adults report to the Local

> Safeguarding adults process led by Local Authority

#### Step 9

If harm is suspected of being caused within WBSA

e.g. by an employee or member report to relevant manager/s

Organisation takes short term steps within relevant policy to prevent harm e.g. suspend employee, coach. volunteer or member

#### Step 10

Consult with and inform the adult

Organisation decides who will maintain regular contact with the adult/s who have been at risk of harm

## Step 11

Take advice from and coordinate actions taken by WBSA with those of other agencies. Attend and contribute to Safeguarding Adults strategy meetings

## Step 12

Hold Case Management meeting to coordinate actions by WBSA

## Possible outcomes: e.g.

- Criminal Caution or Conviction
- · Police referral back to organisation
- · Referral to Independent Barring Board
- · Unsubstantiated- no further action

## Possible outcomes e.g.

- · LA enquiries triggered
- · Adult supported to 'make safeguarding personal
- Other adults at risk identified
- · Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any adult at risk
- information and advice provided

## Possible outcomes: e.g.

- Informal resolution
- · Education and training · Formal warning
- Dismissol
- · Role conditions applied
- · Contract ended
- · Referred to Independent Barring Board
- Unsubstantiated no further action

## Possible Outcomes: e.g.

- · Adult receives information about the process
- · Adult supported to have their views and experience
- Adult supported to gain support from other agencies
- · Adult continues to participate in organisation/sport

## Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

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