

Safeguarding Process	Timescales and decision-making
Stage 1 – Safeguarding concern raised	
<p>Safeguarding concern raised</p> <p>A concern that a person with needs of care and support is at risk of abuse, neglect or exploitation or where a person with needs of care and support may be causing harm to others. Each Local Authority will have a single point of contact for safeguarding concerns. If the adult is already allocated, the concern will be directed to the team holding the case. If the adult is not known to adult services the safeguarding concern will be directed to the Multi Agency Safeguarding Hub or equivalent team.</p>	
Stage 2 – Information gathering	Timescales and decision-making
<p>Stage 2a: Information gathering - screening</p> <p>The presenting information should be screened to determine whether or not the circumstances of the case engage the statutory duty to make a safeguarding enquiry.</p>	Within 24 hours of the safeguarding concern being raised
<p>Stage 2b: Information gathering - initial contact</p> <p>Initial contact should be made with the adult to ascertain their views about the situation and to determine the outcomes they wish to see as a result of the safeguarding process. The adult's needs in relation to communication, capacity and advocacy should also be considered. During the contact, immediate safety needs should be discussed and advice given on keeping safe. An initial safeguarding support plan should be agreed (where one is necessary) with the adult and then subsequently reviewed at subsequent stages of the safeguarding process.</p>	Within 72 hours of the safeguarding concern being raised

<p>Stage 2c: Information gathering - decision-making</p> <p>The purpose of the information gathering is to establish whether or not the safeguarding enquiry duty is engaged and on the basis of the views and wishes of the adult and an assessment of risks, to make a decision about the most appropriate way to proceed (if at all) and next steps.</p>	<p>Within 72 hours of the safeguarding concern being raised</p>	<p>Pause and review point:</p> <p>Is the safeguarding enquiry duty engaged? If no, exit the process</p> <p>And/or have initial actions resolved the situation? If yes, EXIT the safeguarding process.</p>
<p>Stage 3 – Safeguarding planning meeting</p>		<p>Timescales and decision-making</p>
<p>Stage 3a : Pre planning meeting activities</p> <p>There are a number of key tasks that should be carried out in between the initial contact with the adult and the safeguarding planning meeting (or discussion). The main focus will be on supporting the adult to prepare for the planning meeting and the development of a chronology of key events linked to the safeguarding concern to inform the discussion and decision making.</p> <p>Stage 3b: Safeguarding planning meeting</p> <p>When the decision has been made that the concerns engage the duty to conduct a safeguarding enquiry, the responsible team will ensure that a planning discussion or meeting takes place the purpose of which is to agree an action plan clarifying the main focus of the safeguarding activity and who should take the lead roles. An important tool to inform the planning and decision-making process will be the formulation of a chronology of key events regarding the safeguarding concern which should be completed in advance of, and taken to the meeting. In line with Making Safeguarding Personal practice, the adult should be offered the opportunity to participate in this discussion or meeting.</p>	<p>Between initial contact and planning meeting</p> <p>Within 7 working days of the initial contact</p>	<p>Pause and review point:</p> <p>Have all necessary actions been taken to resolve risks and to safeguard the adult?</p> <p>If yes, EXIT from the safeguarding process</p>

Stage 6 – Safeguarding support plan	Timescales and decision-making	
<p>Stage 6: Safeguarding support plan</p> <p>One outcome of the safeguarding enquiry may be the formulation of agreed action for the adult which should be recorded on their care plan. This will be the responsibility of the relevant agencies to implement.</p>	<p>Over a period of 6 weeks from the review meeting</p>	<p>Pause and review point:</p> <p>Have all necessary actions been taken to resolve risks and to safeguard the adult?</p> <p>If yes, EXIT from the safeguarding process</p>
Stage 7 – Final review	Timescales and decision-making	
<p>Stage 7 a: Final review and user feedback</p> <p>At the end of the safeguarding process, it is important to evaluate with the adult the difference the safeguarding process has made and whether the outcomes identified at the outset have been achieved. In order that the person does not have to revisit their experience at a future stage, this review should be carried out as part of the safeguarding process itself, prior to closure.</p> <p>Stage 7 b: Closure</p> <p>The safeguarding enquiry cannot be closed until all actions identified in the planning meeting including specific actions to manage risk have been carried out.</p> <p>The adult must confirm the outcomes identified by them have been achieved and a manager or supervisor has reviewed and signed off the case.</p>	<p>At the end of the 6 week monitoring period</p>	