How to Report Safeguarding Concerns

3 Step Guide

1. MAKE SAFE
   • If emergency services are required [Call 999]
   • Take reasonable steps to ensure that there is no immediate danger
   • Protect evidence

2. NOTIFY

   • Your manager
   • OR more Senior Manager
     if there is a conflict of interest or manager is unavailable
   • Directly to Safeguarding Adults Team
     if appropriate

3. REFER

   Is the person an adult at risk from abuse, neglect or self-neglect?

   YES
   • Refer without delay to Safeguarding Adults Team
   • Record decision making

   NO
   • Refer to appropriate agency to address any remaining concerns
   • Record decision making

Who to contact for advice or to make a referral

<table>
<thead>
<tr>
<th>Concerns about an Adult</th>
<th>Safeguarding Adults Team</th>
<th>Tel: 0800 137 915</th>
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</thead>
<tbody>
<tr>
<td>Concerns about a Child</td>
<td>First Response</td>
<td>Tel: 0845 460 0001</td>
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<tr>
<td>Concerns out of hours</td>
<td></td>
<td>Tel: 0800 999 7677</td>
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<tr>
<td>Adult / Child</td>
<td></td>
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<tr>
<td>Your organisation’s</td>
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<tr>
<td>Safeguarding Lead</td>
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</tbody>
</table>

Concerns about an Adult
E: safeguardingadults@buckscc.gov.uk

Concerns about a Child
E: cypfirstresponse@buckscc.gov.uk

Concerns out of hours Adult / Child

Out of hours, emergency duty team

Safeguarding Lead name:

Tel:

Email:

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Please destroy earlier versions

www.bsab.org.uk
Buckinghamshire Safeguarding Adults Board