

NCBA safeguarding Concern

Observer does not consider the situation to be an emergency.



'Observer' completes Safeguarding Cause for Concern Form and forwards it to Safeguarding Officer **Organisation Manager** within 24 hours.



Safeguarding Officer (**organisation manager**) meets with 'client' to seek consent to contact Adult Safeguarding Helpdesk reassuring them that provided another adult or child is not at risk they will learn about options available for them and be able to decide what happens next.



Adult does not give permission

Adult gives permission.



Safeguarding officer consults with client to determine the course of action they would like taken, if any.

Safeguarding officer contacts Local Authority Adult Safeguarding Helpdesk



Safeguarding officer records all decision made complete with reasoning on the relevant form and saves for future reference in line with data protection policy.



Within the confidentiality of the Safeguarding Adults policy, if the Safeguarding officer is still concerned they contact Local safeguarding team **01670 536400** regardless of the wishes of the adult at risk at any time .

Procedure

Observer considers situation to be an emergency



Observer ensures that the person is safe, is as comfortable as possible, and if necessary has access to treatment and/or emergency services



If observer suspects that a crime has taken place against an adult at risk inform the police



Observer informs Safeguarding Officer. Or if unavailable local authority safeguarding adult's helpdesk. **01670 536400**



Observer completes Safeguarding Adults Cause for Concern Form, and forwards to Safeguarding Officer.