**S14 Appendix 2**

Reporting and responding to adult safeguarding alerts outside of office hours.

**Additional Guidance for Providers of Health and Social Care Services , Adult Social Care Locality Teams and the Adult Social Care Urgent Care Team**

1. **Responsibilities of person raising the alert**
* **Anyone who has concerns about the abuse or neglect of an adult at risk has a duty to share that concern with the designated officer or manager within their organisation immediately, and in accordance with their procedures.**
* **Where designated officer or manager is not available follow the steps below:**
1. **Responsibilities of the designated officer or manager**
* **Make an immediate evaluation of the risk to the adult concerned**
* **Contact the police if a crime is suspected**
* **Call 999 if emergency medical treatment is needed**
* **Report your concerns as a safeguarding alert to the local Adult Social Care Office on the next working day, giving as much information as possible and outlining any action already taken.**
* **ONLY WHERE THERE IS AN URGENT/ IMMEDIATE NEED FOR ACTION TO BE TAKEN TO PROTECT THE INDIVIDUAL OR REMOVE HIM/HER TO A PLACE OF SAFETY IMMEDIATELY, PLEASE CONTACT :**

**Adult Social Care Urgent Care Team on 01228 526690**

1. **Responsibilities of the Urgent Care Team**
* **The remit of the Urgent Care Team is to respond to requests for:**
	+ **Emergency care assessments , and**
	+ **Mental Health Act Assessments**
* **The team will respond to requests for urgent/immediate action to be taken to protect an individual and/or to remove him/her to a place of safety.**
	+ **Details of the situation and an outline of any action taken MUST be recorded on the Adult Safeguarding Module of IAS, and NOT in case notes**
		- **Enter as a safeguarding ALERT**
		- **Complete the Risk Assessment**
		- **Complete Initial Information gathering section**
* **In all other circumstances providers will be asked to report their concerns by contacting Adult Social Care on the next working day.**