**GUIDANCE NOTES FOR THE COMPLETION OF RISK ASSESSMENT AND RISK MANAGEMENT PLAN**

Risks must be identified, in partnership with the vulnerable person involved in the safeguarding procedures where they have capacity, or with an appropriate person working in “best interests”.

The following flow chart identifies the process to follow in completing a risk assessment which is initiated during the information gathering process, continued and reviewed until closure or transfer.

CONCERN/INCIDENT REPORTED

SET SAF 1

RISK ASSESSMENT INITIATED

**Is/was the relationship between the victim/alleged abuser any of the following?**

Mother/Father

Grandparent/Great Grandparent

Children

Grandchildren/Great Grandchildren

Spouse/partner

In-laws or equivalent

Step- family

Yes

Complete SET SAF Risk or DASH risk assessment if a familial relationship

**If very high risk is identified consider referral to MARAC\* and discuss with manager re police involvement if not already involved.**

No

Complete risk assessment

check list SET SAF

Yes answers identified on scorecards

Risk Management Plan completed and reviewed at all stages of the process including closure and kept on service user file

\* Multi Agency Risk Assessment Conference