



Guidance notes for completing the Safeguarding Adult Concern Form (SET SAF)

Introduction

The safeguarding adult concern form (SET SAF) can be used by anyone to begin the adult safeguarding process. The form **must** be used whenever there are concerns that may identify possible abuse against an individual. The form should only be completed in respect of the alleged victim. It is not to be used to outline generalised non-specific concerns that would normally be addressed through social or care work process and involvement.

Details of the referral must always be recorded accurately and without delay. However completion of SET SAF must not delay immediate action being taken where necessary to ensure the safety of the adult and the preservation of evidence if it is suspected that a crime has been committed.

Section 1 - Tell us if the concern is for an adult or an organisation

This section is for you to tell us who you are concerned about, it is important to complete as much identification information as possible, as this will help in ensuring that the correct person is identified from the information provided.

Section 2 - Current situation and details of the incident/concern(s) being raised

This section of the form is critical to identify if the person or other people remain at risk. In this section it is important to state the actual risk, not unspecified vulnerability i.e. this person could be at risk if someone wanted to take money from them etc – the risk stated must relate directly to the specific concern that has instigated the completion of the SET SAF – *for example where it is alleged that someone has been assaulted by a staff member who is still in contact with the person(s) then this would need to be highlighted as a current risk.*

Section 3 - Details of the concern

This section is for telling us the main reason for the SET SAF and needs to be a factual account or recording of the incident or event. It is important here to specify fact not opinion and will include observations stated by direct witnesses, the alleged victim, the location, time, date and anyone who was involved – including the identification of witnesses who may have been present in the area of the incident. This can be

continued on a separate sheet, but please try to summarise as much as possible to present a clear picture of the incident, which may be read by someone who has no knowledge of the alleged victim or the service (if applicable).

- Accurate description of injury - Use this section to accurately describe any injuries noted e.g. *yellowing 3cm bruise to underside of left upper arm* etc.
- Body Chart Completion - Where appropriate, please include a body chart or forward as soon as possible.
- Actions taken to safeguard the individuals - Please state here actions you have taken to reduce the risk of further incidents, these may include the removal of individual or person alleged to have caused harm from contact with each other or other parties, contacting other agencies – Police, GPs etc.
- Are any other professionals involved? - Identify which other people (professionals and others) have been made aware of the concern or incident(s), please list names, roles and any reference number.
- Police involvement - Please obtain the name of the investigating officer, their police station and the Crime Reference Number which is obtained from the police when reporting a crime.

Section 4 - Relative/Name of Main Carer

The relative/main carer section should include the person closest to the individual who may need to be contacted about the concerns (unless this person is identified as being part of the concern).

Section 5 - Details of person(s) alleged to have caused harm

This section is for identifying a person or persons who it is believed has contributed specifically to the incident or concern mentioned the concern relates to. It is important that any person named is as a direct consequence of the specific allegation and identification by the alleged victim or direct witness. It is not for speculation – please complete as much as is known – if this is single name i.e. “John” then please use this, if the person is not known, then please state this. In any incidents where the alleged abuser is a member of staff or resides with the alleged victim, please ensure this information is provided.

If you are aware that the person alleged to have caused harm holds a position of trust (paid or voluntary), please ensure that you record the details of that position and of the organisation, if known.

Section 6 - Telling us who you are

This section is for the person raising the concern to identify themselves. This part of the form should identify who this person is, and contact information so that further information can be obtained if required.

In the event that the person does not wish to be identified for reasons of anonymity, while reasonable efforts should be made to encourage the person to give contact information as this may assist in the safeguarding processes, if the answer is still no, then please state this in this section together with a reason if known.