**Ri adult safeguarding report form**

If you have any concerns or need advice, please call either the Designated Safeguarding Officer (DSO) or deputy DSO using the contact numbers at the end of this form. If there is (or may be) an immediate risk of harm or a crime being committed, contact the emergency services on 999 or 112.

Please complete as much information as you can and return this form ASAP to the Ri DSO or deputy DSO. DO NOT wait for more information to become available – you can always send follow-up details later. Please see the Ri Adult Safeguarding Procedure for more details on responding to and reporting a concern.

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| --- | --- | --- | --- |
| **RECOGNISE**  a concern, disclosure or accusation  Take these seriously and do not dismiss them  Listen to everything being shared  Do not ask leading questions or investigate | **RESPOND** appropriately  Reassure anyone sharing a concern, disclosure or accusation that they are doing the right thing in speaking up  Do not promise confidentiality | **REPORT** all concerns to the DSOs or appropriate responsible person ASAP  Tell anyone sharing concerns that you will pass them on to the appropriate people to help keep everyone safe | **RECORD** all the relevant information  This will be required so the DSOs can assess what to do, and in case concerns need to be passed on to external organisations |

If your concern is regarding a child, please use the Ri child safeguarding concerns report form or contact the DSOs for advice.

**Adult safeguarding concerns**

The Ri believes that all adults should be able to live free from abuse or neglect and we have a legal duty to safeguard adults at risk of harm.

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| The Care Act 2014 defines an adult at risk of harm as anyone over the age of 18 who:   * Has care and support needs (whether or not these needs are being met); and * is at risk of, or is experiencing, abuse or neglect; and * as a result of those needs is unable to adequately protect themself against this (risk of) abuse or neglect.   Circumstances affecting an adult’s level of risk and/or ability to protect themself may be different in different contexts and/or at different times and may be temporary or permanent. |

We do not expect Ri anyone to determine whether an adult they are concerned about is at risk of harm – however, any information they do have is helpful in deciding the next steps to take once a concern is reported to the DSO.

Please give as much detail as possible in the following sections. If you don’t know the answer to some questions or the question is not relevant, please just write ‘unknown’ in the box provided.

If you know full names, contact details and dates/times that is very helpful. If you do not, please do not delay completing this form to get that information. We can follow it up later. The earlier we know there is a concern, the better.

**Situation/activity details**

|  |  |
| --- | --- |
| Name of activity or event (if applicable) |  |
| Venue of activity (e.g. Ri) |  |

**Details of the adult who is the subject of this concern**

|  |  |
| --- | --- |
| Adult's name |  |
| (Approximate) age or date of birth |  |
| Home address & postcode |  |
| Telephone number |  |
| Email address |  |
| Adult’s first language & any additional languages |  |
| Do you have any reason to believe that the person is an adult at risk, as defined above? If so, please tell us why. | **Yes / No / Unknown**  **Details:** |
| Does the adult have any protected characteristics\* which may impact on the concern being reported? | **Yes / No / Unknown**  **Details:** |
| Are there any other factors which may have an impact on the concern being reported? | **Yes / No / Unknown**  **Details:** |

*\*Protected characteristics are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation*

**Concerns**

|  |  |
| --- | --- |
| Are you reporting your own concerns or passing on someone else's concerns? Give details |  |
| What are you concerned about? Give details. |  |
| Please briefly describe what has prompted the concerns (include dates, times etc. of any specific incidents) |  |
| Do you think a crime has been or is about to be committed? Please give brief details. | **Yes / No / Unknown**  **Details:** |
| Have you or anyone else made a report to anyone outside the Ri? If so, give details.  (e.g. the police, local authority or national helpline) | **Yes / No / Unknown**  **Details:** |
| Was any action taken at the time to protect the adult at risk? If yes, please state clearly who did what and when. | **Yes / No / Unknown**  **Details:** |
| Is there anything else which may be relevant (e.g. physical or behavioural signs)?  Please give details, making clear what is fact and what is your opinion/interpretation | **Yes / No / Unknown**  **Details:** |
| Have you spoken to the adult you are concerned about? If yes, please record any relevant questions/statements here.  DO NOT TRY TO INVESTIGATE OR PROBE | **Yes / No / Unknown**  **Details:** |
| Have you spoken to the anyone accompanying or supporting them? If yes, please record any relevant questions/ statements here.  DO NOT TRY TO INVESTIGATE OR PROBE | **Yes / No / Unknown**  **Details:** |
| Has anybody been alleged to be an abuser? Please give details if known, including full name, address/contact details and any connection to the Ri | **Yes / No / Unknown**  **Details:** |
| Does this concern involve any individual who is working or volunteering for or associated with the Ri? | **Yes / No / Unknown**  **Details:** |
| Have you talked to anyone else about your concerns? Please give details | **Yes / No**  **Details:** |

**Additional people**

|  |  |
| --- | --- |
| Was the adult accompanied or supported by any other adults? If yes, please give details, along with anything else that may be helpful (for example, name and contact of a relative, carer, personal assistant, social worker or other relevant person) | **Yes / No / Unknown**  **Details:** |
| Was the adult accompanied by any children? If yes, please give their name(s), relationship to the adult, contact details for them or a parent/carer, and any other useful information | **Yes / No / Unknown**  **Details:** |
| Are there any concerns about the welfare of any other adults at risk or children accompanying or associated with the adult in question? | **Yes / No / Unknown / Not applicable**  **Details:** |

**Consent**

You must always refer any concerns to the Ri DSO (or appropriate person if this is not possible). In most cases, the adult at risk of harm should give consent for the concern to be referred to external organisations. This can be complicated, and the DSO can get in touch with the individual regarding consent if this has not been discussed.

|  |  |
| --- | --- |
| Is the adult aware that a concern has been identified? | **Yes / No / Unknown**  **Details:** |
| Is the adult aware that the concern will be shared with the Ri DSO (or equivalent)? | **Yes / No / Unknown / Not Applicable**  **Details:** |
| Was consent **requested** to share the concern beyond Ri staff? Please give details of who (if anyone) asked for consent, or why it was not requested. | **Yes / No / Unknown**  **Details:** |
| Was consent **granted** by the adult to share the concern beyond Ri staff? Please give details of what consent was granted (what was said), or why it was not granted. If consent was not requested/discussed, put ‘not applicable’. | **Yes / No / Unknown / Not Applicable**  **Details:** |

**Reporter’s Details**

|  |  |
| --- | --- |
| Your Name |  |
| Job title/role with the Ri (if applicable) |  |
| Date |  |
| Time |  |
| Location |  |
| I confirm that, to the best of my knowledge, the above information is an accurate representation of the situation and the people involved.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (If completing electronically and submitting via email, typed signatures are accepted) | |

This form must be completed and sent immediately (within 24 hours) or given in a sealed envelope marked ‘Private & Confidential', to the Ri’s Designated Safeguarding Officer (DSO) or Deputy DSO.

If it is not appropriate to send to the DSO or Deputy DSO, the details of who to send this to are included in the Ri’s Adult Safeguarding Procedures.

**Contact email address:**

[safeguarding@ri.ac.uk](mailto:safeguarding@ri.ac.uk)

**DSO:**

Samantha Durbin, contact number 020 7670 2915, mobile 07741 657 952

**Deputy DSO(s):**

Peter Gallivan, contact number 020 7670 2927, mobile 07704 515 238

**Postal address:**

Designated Safeguarding Officer, The Royal Institution, 21 Albemarle Street, London W1S 4BS