

## Information required to raise a Safeguarding Adults Concern in Gateshead

- ✓ This is NOT a form to be completed – it is a guidance document to show the questions that you will be asked via the online forms
- ✓ You can raise a Safeguarding Adults Concern in Gateshead online via the Gateshead Council website [here](#) or via the Safeguarding in Gateshead website [here](#) . You can also ring Adult Social Care Direct on 0191 4337033
- ✓ You may not have the answers to all of the questions – please just answer as much as you can. The more information that is included within the Safeguarding Adult Concern, the more efficient and effective the response can be

Answers with an \* are mandatory

Initial Screening questions		
Question	Answer	Further information
Did the alleged abuse occur in Gateshead area?	*(Yes or No)	The Concern can only be raised if the alleged abuse or neglect took place in Gateshead
Are there any immediate safeguarding actions required?	*(Yes or No)	If there are immediate safeguards required you will be asked to telephone Adult Social Care Direct immediately

Details of the Alleged Victim		
Question	Answer	Further information
Full name	* Free text	
Date of Birth	* Free text	If you do not know their date of birth, you will be asked to provide an approximate age
Marital status	Select option	Options are: Married, Widowed, Divorced, Separated, Single, Not known
Ethnic origin	Select option	Options are: <b>White</b> – British, Irish, Gypsy or Roma, Traveller of Irish Heritage, Any other White background <b>Mixed / Multiple ethnic groups</b> – White and Black Caribbean, White and Black African, White and Asian, Any other Mixed / Multiple ethnic background <b>Asian / Asian British</b> – Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background <b>Black / Black British</b> – African, Caribbean, Any other Black background <b>Other ethnic group</b> – Arab, Any other ethnic group <b>Other</b> – Prefer not to say
Gender	*( Male or female)	
Address, postcode and telephone number	Free Text	

Communication and consent details		
Question	Answer	Further information
Is English their preferred language?	*(Yes or No)	If the answer is no, you will be asked to specify their preferred language
Does the person have any communication needs?	*(Yes, No or Don't know)	If the answer is yes, you will be asked to state what their communication needs are, and what format is preferred: <b>Communication needs</b> – Block letters on palm, British Sign Language signer, Communication needs, Deafblind manual or finger spelling, Hands on signing, Large writing on paper, Lipreading, Makaton, Needs Interpreter, Speech, Other - Specify <b>Communication format</b> – Braille, British Sign Language video, Do not send info, Moon, Not English or British sign Language, PC disk, Print in 16 point, Print in 18 point, Print in 20 point, Print in 24 point, Print in 36 point, Standard print, Tape
Has the person asked you for help?	*(Yes or No)	If the answer is no, you will be asked if you believe the person is unable to ask for support from themselves

Details of alleged incident		
Question	Answer	Further information
Has the concern been reported to the Police?	*(Yes, No or Don't know)	If the answer is yes, you will be asked for a Police crime number (if known).  If the answer is no, you will be asked why wasn't the concern reported
Give full and specific details of your concern	*Free Text	You will be provided with a prompt - Provide as much detail as you can. This includes dates and time of any incidents, people involved witnesses and why you think this is abuse or neglect
Were any immediate actions taken?	*(Yes or No)	If the answer is yes, you will be asked to provide details
Where did the incident take place?	*Free Text	You will be provided with a prompt – For example, in the persons own home or in a care home
What does the person want to happen now?	*Free Text	Seeking what desired outcome the person wants is at the heart of the Making Safeguarding Personal agenda

Vulnerability / Care and Support needs		
Question	Answer	Further information
How is the person vulnerable and what are their needs?	Select option	More than one option can be selected. Options are: Ill health or frailty, Learning disability, Mental health, Physical or sensory impairment, Substance misuse, Other
Further details	Free Text	Safeguarding Duties apply to individuals who have an appearance of need for Care and Support, whether or not the Local Authority is meeting that need

Category of Abuse or Neglect		
Question	Answer	Further information
What type of abuse did they suffer?	Select Option	More than one category of abuse can be prevalent. Options are: Discriminatory abuse, Domestic Abuse, Financial or material abuse, Modern Slavery, Neglect and acts of omission, Organisational abuse, Physical abuse, Psychological abuse, Self-neglect, Sexual abuse, Sexual Exploitation, Don't know  Definitions of abuse and neglect can be found <a href="#">here</a> .

Details of the person who caused the abuse or neglect		
Question	Answer	Further information
Do you know who caused the harm?	*(Yes or No)	If the answer is yes, you will be asked to provide the full details of the person who caused the harm – for example; name, address of relationship to the victim
Do any other children or adults live at the address where the abuse took place?	*(Yes, No or Don't know)	If the answer is yes, you will be asked to provide details – for example; name, age or gender

Your details:		
Question	Answer	Further information
Name	*Free Text	
How do you know this person?	*Free Text	
Telephone number	*Free Text	
Email address	*Free Text	
Do you wish to remain anonymous?	*(Yes or No)	You will be provided with a prompt – you can choose to remain anonymous, but we still need your details. These will not be shared outside the adult social care team
Do you have any files to attach	*(Yes or No)	The option is provided to attach files to the concern. Examples include witness statements, body maps, photographs

Before you submit the form, you will have an opportunity to view your answers and edit if necessary

**For further information:**

**Websites - [www.gatesheadsafeguarding.org.uk](http://www.gatesheadsafeguarding.org.uk)**

**[www.gateshead.gov.uk](http://www.gateshead.gov.uk)**

**Telephone - Adult Social Care Direct: 0191 4337033**