

**Community Health Services**  
**SAFEGUARDING ADULT PROCESS FLOW CHART**  
Consult Trust Safeguarding policy & procedure for full details

**Concerned a service user has been or is at risk of being abused**

Speak to the person to ascertain their views, capacity regarding next steps and assess risks associated with the situation (including issues of coercion and fear)

**FOR ALL SAFEGUARDING CONCERNS**

Discuss with your line manager. Contact a member of the safeguarding team\* for advice if required

**Complete a DATIX and Local Authority (LA) Safeguarding Alert  
Essex-SET SAF 1 / Bedford SV1 and send within one working day**

**Decision from Local Authority**  
Full Safeguarding Enquiry agreed and staff notified within 24 hours.

Manager nominates staff to contribute toward enquiry e.g. attend safeguarding meetings- complete necessary reports (e.g. RCA) and complete relevant action plans

LA decision-does **NOT** meet requirements for full Enquiry but recommends EPUT internal management review

Complete internal review, reports (e.g. RCA) where necessary and identify lessons learnt

**ARE YOU SATISFIED THAT RECORDS  
ACCURATELY REFLECT ALL DECISIONS,  
ACTIONS AND SERVICE USER INVOLVEMENT**

**SAFEGUARDING ADULT CONTACTS**

\*Trust Safeguarding Team:

LA Safeguarding Team:

Bedford Borough:

Central Bedfordshire:

Essex

Southend

Thurrock