**Safeguarding Adults Incident form.**

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. The Safeguarding Officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ormskirk Shotokan Karate Club – Adults Safeguarding Incident Report Form** | | | |
| **Section 1 – details of adult at risk** | | | |
| Name of adult | |  | |
| Address | |  | |
| Date of Birth / or Age | |  | |
| Contact number / email | |  | |
| GP Practice (if known) | |  | |
|  | |  | |
| **Section 2 – Your details** | | | |
| Name | |  | |
| Contact number / email | |  | |
| Your role in  Ormskirk Shotokan Karate Club | |  | |
| **Section 3 – Details of Concern** | | | |
| Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.) | | | |
| **Section 4 - Abuse type(s) – please tick as many as you feel may apply** | | | |
| Physical | Psychological | | Financial |
| Neglect | Hate Incident / Crime | | Organisational (Institutional) |
| Internet Abuse | Modern Slavery | | Female Genital Mutilation (FGM) |
| Forced Marriage | Domestic Abuse | | Radicalisation |
| Self Neglect |  | |  |
| **Section 5 - Have you discussed your concerns with the adult? What are their views, what outcomes have they stated they want (if any)?** | | | |
|  | | | |
| **Section 5A – Reasons for not discussing with the adult** | | | |
| Adult lacks capacity | |  | |
| Adult unable to communicate their views | |  | |
| Discussion would increase the risk | |  | |
| State why the risks would increase | | | |
| **Section5B – Have you discussed your concerns with anyone else? E.g.carer/parent. What are their views?** | | | |
|  | | | |
| **Section 6 – What action have you taken /agreed with the adult to reduce the risks?** | | | |
| Information passed to Safeguarding Officer, confirm details: | | Referral to Social Care Confirm details: | |
| Contact with the police Confirm details: | | Referral to other agency – please confirm details: | |
| **Section 7 – Risk to others** | | | |
| Are any other adults at risk Yes/No – delete as appropriate | | | |
| If yes state why and what actions have been taken to address these? | | | |
| Are any children at risk Yes/No Delete as appropriate | | | |
| If yes state why and what actions have been taken to address these? | | | |
| Signed: | | | |
| Date: | | | |
| OFFICE USE ONLY | | | |
| **Section 8 – sharing the concerns (To be completed by Safeguarding Officer)** | | | |
| Details of your contact with the adult at risk. Have they consented to information being shared outside of Ormskirk Shotokan Karate Club? | | | |
| Details of contact with the Social Care Team where the adult at risk lives –advice can be still sought without giving personal details if you do not have consent for a referral | | | |
| Details of any other agencies contacted | | | |
| Details of the outcome of this concern | | | |