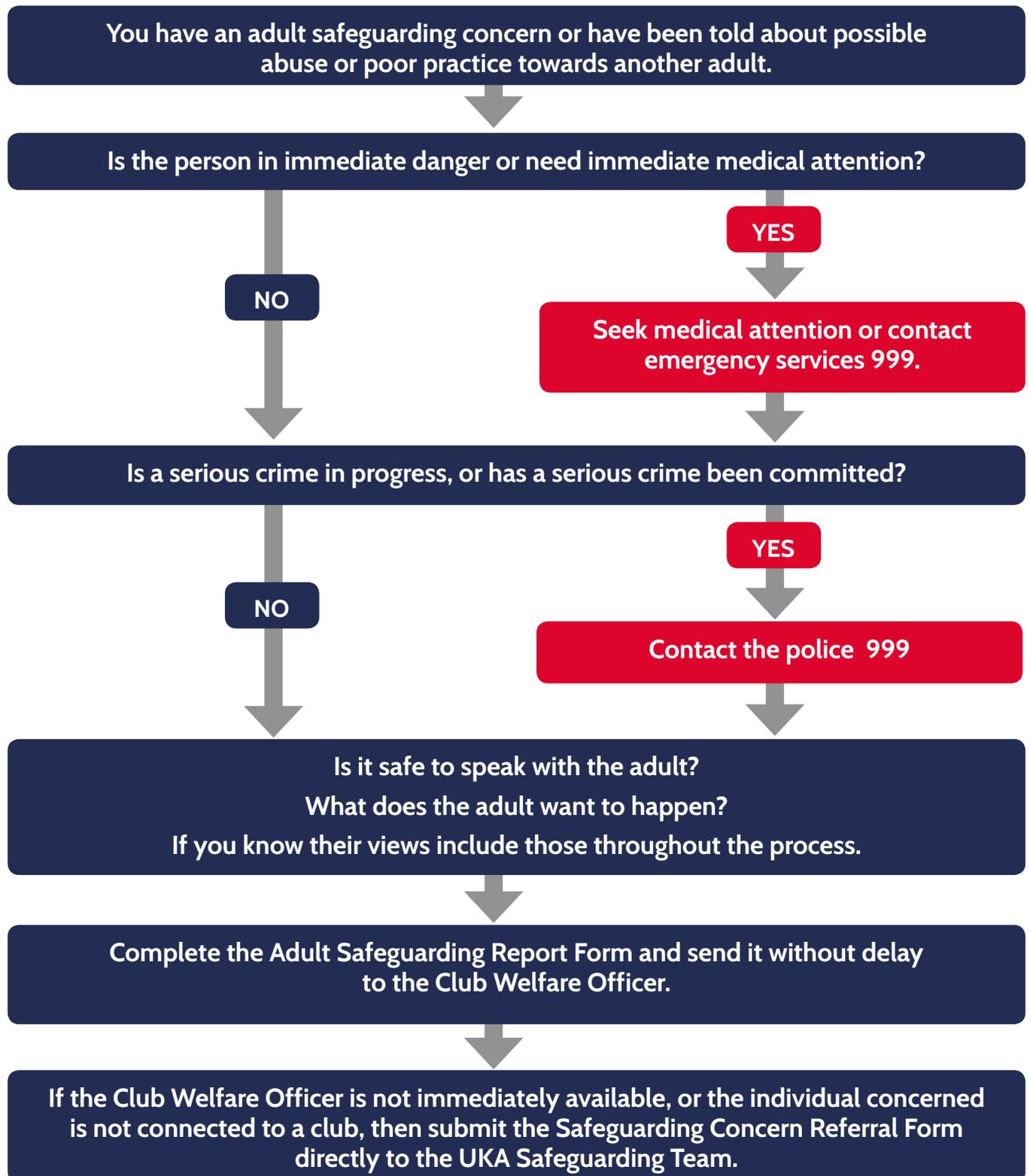


APPENDIX 1: PROCESS MAP

REPORTING A CONCERN ABOUT AN ADULT



APPENDIX 2: ADULT SAFEGUARDING REPORT FORM

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult (at risk) about your concerns and that you have a duty to pass the information onto the Club Welfare Officer/UKA Safeguarding Team.

Complete as much of the form as you can with the information available.

Section 1 – Details of adult (you have concerns about)

Name

Address

Date of birth/age

Contact phone number(s)

Emergency contact if known

Consent to share information with emergency contact? Yes No

Section 2 – Details of the person completing this form/your details

Section 2 – Details of the person completing this form/your details

Name

Contact phone number(s)

Email address

Name of organisation/club

Your role in organisation

Section 3 – Details of concern

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

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Section 4 – Details of the person thought to be causing harm (if known)

Name

Address

Date of birth/age (if known)

Relationship/connection to adult

Name of organisation/club

Role in club/organisation

Do they have contact with other adults at risk in another capacity
(e.g. in their work/family/as a volunteer)?

Section 5 – The views of the adult you have concerns about

Have you discussed your concerns with the adult? What are their views?

What have they stated about what they want to happen and what outcomes they want?

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Section 6 – Reasons for not discussing with the adult

For example, discussion would put the adult or others at risk/adult appears to lack mental capacity/
adult unable to communicate their views.

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Section 7 – Risk to others

Are any other adults at risk? If yes, please add details here based on sections 1–6 above.

Are any children at risk? If yes, please add details here.

Section 8 – Club action

What action have you taken if any/agreed with the adult to reduce the risks? (e.g. person causing harm suspended/session times changed).

Section 9 – Other agencies contacted

Who contacted/reference number/contact details/advice gained/action being taken

Police

Local Authority Safeguarding Adults Team

Other – please state who and why:

Section 10 – Submit the form

Send this form to your Club Welfare Officer and/or to the UKA Safeguarding Team - safeguarding@uka.org.uk