

**TaxAid and Tax Help for Older People**

**Safeguarding Adult Procedure: Appendix A.**

This document and the flowchart outlines the steps to be taken when a safeguarding concern arises. For example, reporting the concern to the appropriate person or authority. And it also helps to provide support and protection to the individual at risk and helps to ensure that all staff and volunteers know the responsibilities they need to follow.

**Reporting a Safeguarding Adult Concern:**

**Is there an immediate danger, or a crime in progress?**

**Yes** – If you are concerned someone is at immediate risk of harm in the UK, please contact the Emergency Services. **Dial 999 immediately.**

Make sure the situation is safe, but do not place yourself in danger.

Inform DSL within [timeframe for report: suggested 24 hours/next working day]

Reference: *Safeguarding Adult Procedure: Appendix B. Recording Concerns*

**No** – Is it a Safeguarding concern?

**Uncertain** – discuss with your Designated Safeguarding Lead (DSL), or Deputy Designated Safeguarding Lead (DDSL) in the absence of the Designated Safeguarding Lead.

**Yes** – Do you have consent? Discuss with the person to find out their views and desired outcome in line with ‘Making Safeguarding Personal’ guidance. Ask for consent to share concerns with DSL. If the person does not have mental capacity, make a best interest decision.

**Consent: Yes** – refer to the DSL. [timeframe for report: suggested 24 hours/next working day].

Reference: *Safeguarding Adult Procedure: Appendix B. Recording Concerns*

[The Designated Safeguarding Lead (DSL) oversees the implementation of the Safeguarding Policy; the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead’s (DDSL) process reports of concerns raised and referrals to external bodies where appropriate.]

**Consent: No** – The person has capacity but does not give consent, should you still refer? Discuss with DSL so they can decide what the next steps are

**No** – Tell the Designated Safeguarding Lead about any concerns (welfare) so they can decide what the next steps are.

Designated Safeguarding Lead:

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(Chief Executive)

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Deputy Designated Safeguarding Leads:

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