## **Appendix 3: Section 42 Enquiry Form**

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| **SAFEGUARDING ADULT ENQUIRY REPORT** | |
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| **Enquiring Officer(s) name, title and organisation:** | |
| **Person/Organisation alleged to have caused harm:** | |
| **Name of Adult at Risk:** | **Client ID (Liquid Logic):**  (office use only) |

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| **Date of Referral** |  |
| **Date of Completion of Enquiry** |  |

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| **Consent to an enquiry** | |
| **Has the Person at Risk consented to the enquiry?** | **Yes No**    **Could Not Consent** |
| **If the Person at Risk could not consent to an Enquiry, was a Mental Capacity Assessment undertaken?** **The assessment should address the adult at risk’s mental capacity to understand the type of enquiry, the outcomes and the effect on their safety now and in the future.** | **Yes No** |
| **If you ticked ‘No’ to the above question, please explain**  **your reasons why:** | |
| **Is a safeguarding Advocate required?** | **Yes No** |
| **Details of Safeguarding Advocate** | |

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| **Background to initial referral:**  **Chronology:** | |
| **Date** | **Description** |
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| **Category(ies) of alleged abuse:**  **Enquiry discussion/meetings date and decisions:**   * Action: * Whom: * By when: | |

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| **Person at risk’s or their representative’s account of the incident(s):** |

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| **Section 42 enquiries:**   * *The views and wishes of the adult affected (at the beginning of the process and overtime) and where appropriate the views of the family* * *What outcomes would the adult/rep/advocate want to achieve (SMART)* * *What are the risks according to the adult/rep/advocate?* * *Any immediate action agreed with the adult or their representative (see also strategy discussion)* * *The reasons for all actions and decisions* * *Details of who else consulted or the concern is discussed with anytime scales for action* |

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| **Recommendations/Safeguarding Plan/or My Plan:**  Safeguarding Plan should include:   * *Individual’s view of risk/representative/professionals view of risk to be finalised at the enquiry meeting.* * *Management strategies.* * *What the individual is willing to accept in terms of risk management.* * *Where risk remains what further action is needed* * Action: * Whom: * By when: |

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| **Enquiry Recordings and Analysis:** |
| **Summary/enquiring officers view as to whether abuse has occurred (on the balance of Probability):** |
| **Action arising from enquiry**   * Action: * Whom: * By when: |

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| **Were the desired outcomes met?** | **1 Fully met**  **2 Nearly all met**  **3 Somewhat met**  **4 None met** | **Action required** |
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| **Do they feel safer?** | a. Yes  b. Partially - in some areas but not others  c. No |

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| **Signed**:  *This is the report author(s); please include job titles when signing. All enquiry reports must be counter signed by the investigating officer(s) line manager or SAM. All parties’ agreement to the conclusion and recommendations should be noted (or otherwise). The strategy group makes the final decision about the allegations, report and the conclusion.* |
| **Date:** |
| **Chair:** |
| **Date:** |