

Decision making tool – referrals and disciplinary processes

Guidance notes SA17

Purpose – A tool that supported the appropriate gathering of information and records decision making in response to allegations and concerns regarding paid members of staff and adults at risk. This includes:

- Identify Adult/s at risk
- Identify potential risk of harm to adult/s at risk
- Respond appropriately with protection plan including proportionate measures regarding disciplinary action
- Recording of information and decision making

Should I make a referral in this incidence?

- **Identify adult/s at risk**

Does the victim meet the following **adult at risk** definition.

- Aged 18 or over and,
- Is, or may be, in need of community care services by reason of mental or other disabilities, age or illness, **and**
- Is, or may be unable to take care of him or herself, **or**
- Unable to protect him or herself against significant harm or exploitation

Yes

☐

No

☐

	WHO
ADULT AT RISK ADULT (background)	
EMPLOYEE (background)	
REFERRER (background)	

[Type text]

	TIMES (to be checked)	DATES (to be checked)
WHEN		
	DETAILS OF WHERE THE INCIDENT TOOK PLACE	
WHERE		

	WHAT
DESCRIPTION OF INCIDENT	
WITNESSES	
OTHER EVIDENCE TO BE CHECKED	
CIRCUMSTANCES	

RISK OF HARM (Refer to Risk threshold tool)	Isolated incident Not SAFEGUARDING No harm – low risk	Possibly SAFEGUARDING Possible harm – some risks	SAFEGUARDING Harm caused- medium to high risk <i>A Safeguarding Adults Referral MUST be made</i>
Type of alleged abuse			

Interim Protection Plan needed? Yes

☐

No

☐

[Type text]

	<p align="center">DETAILS OF PROTECTION PLAN (Needs to be proportionate to the Risk)</p>
<p>PROTECTION PLAN FOR NAMED PERSON AT RISK</p>	
<p>PROTECTION PLAN FOR OTHER PERSONS AT RISK (IF RELEVANT)</p>	
<p>INTERIM PLAN FOR EMPLOYEE</p>	

Manager completing assessment:

Name: _____

signature _____

Date: _____

[Type text]