



Safeguarding Adults Concern (SAC) Form Guidance

To ensure that the correct SAC form is used, **always** download this form from the [Sunderland City Council website](#) where you will find further information, documents and guidance to support completion.

See also the following websites

- [Care Act 2014](#)
 - [Care and Support Statutory Guidance \(updated 24 February 2017\)](#)
 - [Mental Capacity Act 2005](#)
 - [Mental Capacity Act 2005 Code of Practice](#)
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General

Safeguarding Concern: a sign of suspected abuse or neglect that is reported to the council or identified by the council

Safeguarding Enquiry: the action taken or instigated by the local authority in response to a concern that abuse or neglect may be taking place. An enquiry could range from a conversation with the adult to a more formal multi-agency plan or course of action.

There are 2 types of safeguarding enquiry:

1) Section 42 Safeguarding Enquiries - those enquiries where an adult meets ALL of the Section 42 criteria. The criteria are:

(a) The adult has needs for care AND support (whether or not the authority is meeting any of those needs)

AND

(b) The adult is experiencing, or is at risk of, abuse or neglect

AND

(c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

2) Other Safeguarding Enquiries - those enquiries where an adult does not meet all of the Section 42 criteria but the council considers it necessary and proportionate to have a safeguarding enquiry.

Safeguarding is not a substitute for:

- providers' responsibilities to provide safe and high quality care and support

- commissioners regularly assuring themselves of the safety and effectiveness of commissioned services
- the Care Quality Commission (CQC) ensuring that regulated providers comply with the fundamental standards of care or by taking enforcement action
- the core duties of the police to prevent and detect crime and protect life and property

The six key principles which underpin all adult safeguarding work

Empowerment

People being supported and encouraged to make their own decisions and informed consent.
I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.

Prevention

It is better to take action before harm occurs.
I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.

Proportionality

The least intrusive response appropriate to the risk presented.
I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.

Protection

Support and representation for those in greatest need.
I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.

Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.

Accountability

Accountability and transparency in delivering safeguarding.
I understand the role of everyone involved in my life and so do they.

Safeguarding Adults Concern Form

A - DETAILS OF THE ADULT ALLEGED TO BE EXPERIENCING OR AT RISK OF ABUSE AND/OR NEGLECT (NAMED ADULT)		
A1	<i>Named Adult:</i>	Full name
A2	<i>Address</i>	Full address <i>including post code</i>
A3	<i>Date of Birth</i>	Date of birth, if known. <i>If not known, please provide age or approximate age</i>
A4	<i>Telephone Number</i>	Please provide all relevant numbers including dialling codes
A5	<i>Gender</i>	Options

		<ul style="list-style-type: none"> • Female • Male • Transgender • Not Known •
A6	<i>Ethnicity</i>	<p>Options</p> <ul style="list-style-type: none"> • Arab • Asian/Asian British - Bangladeshi • Asian/Asian British - Chinese • Asian/Asian British - Indian • Asian/Asian British – Pakistani • Asian/Asian British - Any other Asian • Black or Black British - African • Black or Black British – Caribbean • Black/Afr/Carib/Black Brit-any other Black/Afr/Carib (Black/African/Caribbean/Black British – any Black/African/Caribbean background) • Information Not Yet Obtained • Mixed White and Asian • Mixed White and Black African • Mixed White and Black Caribbean • Mixed - Other Mixed/multiple ethnic background • Refused • White – British • White Gypsy or Irish Traveller • White - Irish • White – any other White background • Any Other Ethnic Group
A7	<i>Marital Status</i>	<p>Options</p> <ul style="list-style-type: none"> • Civil Partnership • Divorced • Living together • Married • Single • Widowed • Unknown • Separated
A8	<i>Reason the Named Adult is in need of support:</i>	<p>Options</p> <ul style="list-style-type: none"> • Alcohol use • Asylum seeking adult • Carer • Drug use • Learning disability • Mental health • Memory and cognition • None • Other • Physical support: access and mobility only

		<ul style="list-style-type: none"> • Physical support: personal care support • Sensory dis-dual • Sensory dis-hearing • Sensory dis-visual • Support for social isolation 				
B – DETAILS OF THE ALLEGED ABUSE AND/OR NEGLECT						
B1	<i>Date alleged abuse and/or neglect took place</i>	<p>Please provide</p> <p>i) the date, or</p> <p>ii) dates from/to</p> <p><i>If not known, provide approximate dates</i></p>				
B2	<i>Please provide brief details of the alleged abuse and/or neglect being reported now</i>	<p>It is necessary to provide only brief details on this form.</p> <p><i>Fuller details will be obtained during the initial information gathering by the Safeguarding Officer in order to establish that all 3 of the Section 42 criteria are met, or where the criteria are not met, if it is necessary and proportionate to respond as a safeguarding enquiry (Other Safeguarding enquiries).</i></p>				
B3	<i>If you are aware of any previously alleged abuse and/or neglect, please provide brief details</i>	As above				
B4	<i>Category of alleged abuse and/or neglect</i>	<p>It is essential that all organisations complete this and state the main category here</p> <p><i>See also Gov.UK Dept. of Health Care and Support Statutory Guidance, section 14, which considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place.</i></p> <p><i>The following is a brief overview of what the abuse categories may consist of; it's not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern</i></p>				
		<table border="1"> <tr> <td>Discriminatory</td> <td>Includes abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.</td> </tr> <tr> <td>Domestic</td> <td>An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is</td> </tr> </table>	Discriminatory	Includes abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.	Domestic	An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is
		Discriminatory	Includes abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.			
Domestic	An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is					

			or has been an intimate partner or family member regardless of gender or sexuality. It can include: psychological, physical, sexual, financial, emotional abuse; 'honour' based violence; Female Genital Mutilation; forced marriage.
		Financial or material	Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
		Modern slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
		Neglect and acts of omission	Includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
		Organisational	Includes poor care practice within an institution or specific care setting like a hospital or care home. This may range from isolated incidents to continuing ill-treatment.
		Physical	Includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
		PREVENT (Extremism/Radicalisation)	Extremism: vocal or active opposition to fundamental

			British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Extremism also includes calls for death of members of the armed forces. (Revised Prevent Duty Guidance for England and Wales; originally issued on 12th March 2015 and revised on 16th July 2015, paragraph 7) Radicalisation: the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. (Revised Prevent Duty Guidance for England and Wales; issued on 12th March 2015 and revised on 16th July 2015, definition)
		Psychological	Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
		Self neglect	Covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
		Sexual	Includes rape and sexual assault, sexual acts to which the adult has not consented, could not consent or was pressured into consenting.
		Sexual Exploitation	Involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol,

			affection, money) as a result of them performing, or others performing on them, sexual activities.
B5	<i>Please indicate any additional categories of alleged abuse and/or neglect?</i>	Options as detailed in B4 above	
B6	<i>Threshold tier on first assessment of the alleged abuse and/or neglect</i>	Options <ul style="list-style-type: none"> • Low • Significant • Very Significant • Critical <p><i>Always use the Safeguarding adults ADASS thresholds guidance (a guide to assessing thresholds and to decision making) to make this assessment</i></p>	
B7	<i>Is the Named Adult at risk of continuing or further abuse and/or neglect?</i>	Options <ul style="list-style-type: none"> • Yes • No • Not Known 	
B8	<i>Action Taken</i>	<p>It is important to note that completing and submitting the form does not constitute management of immediate risks.</p> <p>Free text</p> <p><i>Provide details of <u>all</u> actions that have been taken to ensure immediate safety of the Named Adult. Include details if police were involved and of all safeguarding measures already put in place.</i></p>	
B9	<i>Given the action you have taken, what is your assessment of the threshold tier?</i>	Options <ul style="list-style-type: none"> • Low • Significant • Very Significant • Critical <p><i>Always use the Safeguarding adults ADASS thresholds guidance (a guide to assessing thresholds and to decision making) to make this assessment</i></p>	
B10	<i>Has the action you have taken reduced the level of risk?</i>	Options <ul style="list-style-type: none"> • Action taken and risk reduced • Action taken and risk remains • Action taken and risk removed • No action taken • Unknown/unable to ascertain 	
B11	<i>Please provide names and telephone numbers of other</i>	Please provide full details to enable the Safeguarding Officer to make contact if required	

	<i>people or organisations involved who will be able to help with this concern and any subsequent Safeguarding Adults Enquiry</i>	
B12	<i>Where did the alleged abuse and/or neglect take place?</i>	<p>The location describes where the alleged safeguarding incident took place.</p> <p>Options</p> <ul style="list-style-type: none"> • Alleged Perpetrator's Own Home • Care Home – Nursing • Care Home – Residential • Day care, leisure/community centres, GP's, Dentist's • Extra Care or Sheltered Housing Scheme • Hospital – Acute • Hospital –Community • Hospital – Mental Health • Named Adult's Own Home • Other • Other People's Home • Public Place/Public Transport • Relative's Home (Named Adult not living there) • Schools, colleges, adult education, libraries • Supported accommodation • Workplace, businesses, office, pubs. <p><i>Please select the specific location from the list provided. It is essential that 'Other' is recorded only when none of the other options apply.</i></p>
B13	<i>Are there any children who could be at risk as a result of the alleged abuse and/or neglect being reported on this form?</i>	<p>Options</p> <ul style="list-style-type: none"> • Yes • No • Not Known <p><i>If the answer is 'No', please move to question C1</i></p>
B14	<i>Where children could be at risk, has someone responsible for the safeguarding of children and young people been made aware?</i>	<p>Options</p> <ul style="list-style-type: none"> • Yes • No
B15	<i>Where it has been identified that children are at risk, please state</i> <ul style="list-style-type: none"> • <i>who has been contacted and when; or,</i> • <i>if no one has been</i> 	Free text

	contacted, state why	
C - FURTHER DETAILS OF THE NAMED ADULT		
MENTAL CAPACITY: C1 – C4 (Mental Capacity Act 2005)		
<p><i>'Mental capacity' means a person's ability to make their own choices and decisions. Under UK law, someone's capacity is judged according to the specific decision to be made, so a person may have sufficient capacity to make simple decisions but not more complicated ones.</i></p> <p><i>In England and Wales the Mental Capacity Act says that a person lacks capacity to make a decision if they have an 'impairment of or disturbance in the function of their mind or brain' (either temporary or permanent), and as a result they cannot do one or more of the following:</i></p> <ul style="list-style-type: none"> • <i>Understand the information relating to this particular decision (including its benefits and risks)</i> • <i>Retain the information for long enough to make this decision</i> • <i>Weigh up the information involved in making this decision</i> • <i>Communicate their decision in any way (this could be by any possible means, such as talking, using sign language or even simple muscle movements like blinking an eye or squeezing a hand).</i> <p>See also MCA 2005 Code of Practice</p>		
C1	<i>Are there any concerns, generally, in relation to the mental capacity of the Named Adult?</i>	<p>Options</p> <ul style="list-style-type: none"> • Yes • No • Not Known <p><i>If the answer is No to this question (i.e. no-one has reason to believe that the Named Adult lacks capacity), please move to C5 - there is no need to answer questions C2 to C4</i></p>
C2	<i>If there are concerns in relation to the mental capacity of the Named Adult, please provide details</i>	Free text: please provide brief details
C3	<i>Has the Named Adult had any Mental Capacity Act assessments?</i>	<p>Options</p> <ul style="list-style-type: none"> • Yes • No <p>If the answer is No, please move to C5</p>
C4	<i>If the answer to C3 is Yes, please provide brief details of</i> <ul style="list-style-type: none"> • <i>each decision that had to be made which necessitated an assessment; and</i> • <i>the outcome of each assessment i.e. if</i> 	Free text

	<i>the Named Adult <u>did</u> or <u>did not</u> have mental capacity at the relevant time to make a decision</i>	
C5	<i>Is the Named Adult aware that this concern is being raised with the Local Authority?</i>	Options <ul style="list-style-type: none"> • Yes • No • Not Known
C6	<i>Has the Named Adult been consulted with and consented to this concern being raised with the Local Authority?</i>	Options <ul style="list-style-type: none"> • Yes • No • Not Known
C7	<i>Is the Named Adult to be supported by an advocate, family member or friend?</i>	Options <ul style="list-style-type: none"> • Yes • No • Not Known
C8	<i>If the Named Adult is to be supported by someone, please provide their</i> <ul style="list-style-type: none"> • full name • address • telephone number • status i.e. advocate, family member or friend 	Please ensure that full contact details are always provided
C9	<i>Are there any concerns in relation to Domestic Violence/Abuse for the Named Adult?</i>	Options <ul style="list-style-type: none"> • Yes • No • Not Known
C10	<i>If the answer to C9 above is Yes, what action has been taken?</i>	Free text
C11	<i>Please provide details of any caring or co caring arrangements that need to be considered</i>	Free text
C12	<i>State any specific needs of the Named Adult (e.g. interpreter, access/mobility assistance)</i>	Free text
D - DETAILS OF PERSON COMPLETING THIS FORM		
D1	<i>Name:</i>	Full name of the person completing this form

D2	<i>Job Title:</i>	Full job title of the person completing this form
D3	<i>Name of Organisation:</i>	Full name of the organisation which the person completing this form represents
D4	<i>Type of Organisation:</i>	<i>For example, care home, hospital, registered landlord</i>
D5	<i>Work Address:</i>	Full contact address of the organisation which the person completing this form represents
D6	<i>Telephone Number:</i>	Please insert all relevant numbers including dialling codes
D7	<i>E-mail:</i>	Self-explanatory but see secure e-mail examples below
D8	<i>Secure E-mail (if applicable):</i>	If you have a secure e-mail address (e.g. GCSX, GSI, NHS.NET, CJX, PNN), please provide the same here
D9	<i>Please provide the name and contact details of the original alerter in your organisation</i>	Full name and address of the person in your organisation who has referred to you the alleged abuse and/or neglect.
E - NAME OF THE PERSON WHO IS ALLEGED TO HAVE NEGLECTED OR ABUSED OR PLACED THE NAMED ADULT AT RISK OF NEGLECT OR ABUSE (ALLEGED PERPETRATOR)		
E1	<i>Name:</i>	Full name of the alleged perpetrator
E2	<i>Address:</i>	Full address, if known, of the alleged perpetrator.
E3	<i>Date of Birth:</i>	Date of birth, if known
E4	<i>Place of Work:</i>	Place of work, if relevant
E5	<i>In what way is the alleged perpetrator known to the Named Adult?</i>	Options <ul style="list-style-type: none"> • Adult son or daughter • Child (under 18) • Ex-spouse or ex-partner • Family member including in law • Friend, acquaintance or neighbour • Independent service provider • Main family carer (informal) • Not known • Other professional • Other service user • Paid worker/carer • Spouse or partner • Stranger • Volunteer/befriender from a voluntary agency
E6	<i>Is the alleged perpetrator also a person who has care and support needs?</i>	Options <ul style="list-style-type: none"> • Yes • No

		<ul style="list-style-type: none"> • Not Known
E7	<i>Are there any concerns in relation to the mental capacity of the alleged perpetrator?</i>	<p>Options</p> <ul style="list-style-type: none"> • Yes • No • Not Known <p>If the answer is No or Not known, please move to F1</p>
E8	<i>If there are any concerns in relation to the mental capacity of the alleged perpetrator, please provide details</i>	If the answer to E7 is Yes, please provide brief details
F – GENERAL INFORMATION		
F1	<i>Please provide the name of the Safeguarding Lead for your organisation</i>	Full name
F2	<i>Have you discussed this concern with your Safeguarding Lead? If so, when?</i>	Free text
F3	<i>Date this form is completed</i>	Free text
F4	<i>Does the concern relate to the quality of service?</i>	<p>Options</p> <ul style="list-style-type: none"> • No • Yes
	<i>Name of person completing this form</i>	Self-explanatory