

Information gathering checklist

This is not an exhaustive list but a set of suggestions about types of information to think about at the initial stage of responding to a safeguarding concern.

About the adult at risk

- Name(s), address and telephone number
- Date of birth, or age
- Details of any other members of the household including children
- Information about the primary care needs of the adult, such as a disability or illness
- Are they receiving care services and if so who is paying for these?
- Ethnic origin and religion
- Gender (including transgender and sexuality)
- Communication needs due to sensory or other impairments (including dementia), including any interpreter or communication requirements
- Whether the adult at risk knows about the referral
- Whether the adult at risk has consented to the referral and, if not, on what grounds the decision was made to refer
- What is known of the person's mental capacity and their views about the alleged abuse or neglect and what they want done about it (if that is known at this stage)
- Details of how to gain access to the person and who can be contacted if there are difficulties

About the abuse, neglect or physical harm

- How and when did the concern come to light?
- When did the alleged abuse occur?
- Where did the alleged abuse take place?
- What are the details of the alleged abuse?
- What impact is this having on the adult at risk?
- What is the adult at risk saying about the abuse?
- Are there details of any witnesses?
- Is there any potential risk to anyone visiting the adult at risk to find out what is happening?
- Is a child (under 18 years) also at risk?

About the person suspected of being responsible for the harm or neglect (if known)

- Name, age and gender
- What is their relationship to the adult at risk?
- Are they the adult at risk's main carer?
- Are they living with the adult at risk?
- Are there any concerns about an unpaid carer's ability to provide the necessary care, for example due to their own physical or mental health needs or frailty?
- Are they a member of staff, paid carer or volunteer?
- What is their role?
- Are they employed through a personal budget?
- Which organisation are they employed by?
- Are there other people at risk from the person causing the harm?

Any immediate actions that have been taken

- Were emergency services contacted? If so, which?
- What action was taken?
- What is the crime number if a report has been made to the police?
- Details of any immediate plan that has been put in place to protect the adult at risk from further harm
- Have children's services been informed if a child (under 18 years) is a risk