**Handout: Information to include in a report (referral)**

*Whilst it is important to provide the information below, if immediate action is required to protect the adult at risk, this should take precedence over gathering information.*

Remember: a failure to share information can place an adult at risk of abuse and neglect, and is a common feature of adult practice reviews. Whilst information in isolation may seem insignificant, put together with information from other sources it may become significant to safeguarding the adult at risk.

**The information required should be proportionate and include:**

* Basic information about the adult at risk and their family
* Details about the cause for concern regarding the risk of abuse and any plans in place for providing immediate protection
* Relevant, proportionate information held by the agency that provides insight into the adult at risk, their family/carers and environment.

**Basic information:**

* Full name, any aliases, date of birth, address, any known previous addresses
* Names, date of birth and information about all household members, including any individuals who may be at risk in the family, and significant people who live outside the household
* Ethnicity, first language and religion
* Any known need for an interpreter, signer or other communication aid
* Any known additional needs
* Knowledge of attendance at a day centre, hospital appointments, and so on
* Agencies currently involved with the individual, family and carers known to the referrer
* Whether consent has been obtained for the referral
* Consideration and presumption of mental capacity
* Wishes and desired outcomes of the adult at risk.

**Cause for concern:**

* Details of the suspected abuse or neglect
* Reasons to believe this is an adult at risk
* Detailed description of any injuries sustained and any allegations, their sources, timing and location
* Whether the adult at risk is currently safe or is in need of immediate protection, and the actions to protect taken so far
* The identity and current whereabouts of the suspected/alleged perpetrator
* The adult at risk’s current location, if at risk of immediate harm
* Impact of incident, and emotional and physical condition
* Risk of any repeated incidents to service user and/or others
* Any information that may affect the safety of staff.

**Information held:**

* Health and well-being of the individual
* Carer/s ability to meet the needs of the adult at risk, if dependent on carers
* Significant/important recent or historical events/incidents
* The report-maker's relationship and knowledge of the adult at risk and their carers, support networks
* Known current or previous involvement of other agencies/professionals.