# Trainer notes – Module: 2c – Adults – Making a report

* PowerPoint for module
* Everyone should have the Wales Safeguarding Procedures App on phone or tablet to refer to throughout the module
* Handout: Information to include in a report (referral)
* Handout: Practice scenario

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| Slides | References | Notes |
| 1 | Section 2The duty to report an adult at risk of abuse and/or neglectSeeking agency advice and initial discussions with social services<https://safeguarding.wales/adu/a2/a2.p9.html>Gathering Information to Make a Report<https://safeguarding.wales/adu/a2/a2.p14.html>Pointers for Practice: The identification, assessment, planning, intervention and review process applied to making a report<https://safeguarding.wales/adu/ap/a2p.p7.html> |  |
| 2 |  | Trainer to stress:The need to seek advice should never delay any emergency action needed to protect an adult.1. If unsure whether there is a risk. Any [practitioner](https://safeguarding.wales/adu/a2/a2.p9.html#tooltip) who is hesitant or is unsure as to whether an adult is at risk should seek advice, as outlined below, rather than wait for further evidence to confirm or refute these concerns.
2. Always try and seek advice from within own agency unless this would mean undue delay and places the adult in danger.

The [designated safeguarding person (DSP)](https://safeguarding.wales/adu/a2/a2.p9.html#tooltip) is the identified person within the organisation who:* is available to discuss [safeguarding](https://safeguarding.wales/adu/a2/a2.p9.html#tooltip) concerns
* should be consulted, when possible, as to whether to raise a safeguarding concern with the [local authority](https://safeguarding.wales/adu/a2/a2.p9.html#tooltip)
* will manage any immediate actions required to ensure the individual at risk is safe from [abuse.](https://safeguarding.wales/adu/a2/a2.p9.html#tooltip)

All practitioners should know who to contact in their agency for advice and they should not hesitate to discuss their concerns no matter how insignificant they may appear.Whilst every effort should be made to seek advice from the designated safeguarding person, a practitioner may need to contact social services directly, particularly where:* contacting the designated safeguarding person would result in undue delay and thereby places someone at risk
* the designated safeguarding person has been contacted and they have not taken action and the practitioner thinks it is necessary
* the concern relates to the designated safeguarding person and there is no other appropriate alternative manager to contact.
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| 3 | Outcomes of agency and social services initial discussions<https://safeguarding.wales/adu/a2/a2.p9.html> |  |
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| 7 | Recording initial discussions<https://safeguarding.wales/adu/a2/a2.p9.html> | Any discussion about an adult at risk – both those that occurred within the agency and those with social services – should be recorded in writing.  |
| 8 |  | Trainer:You may wish to refer to the previous module on the **duty to report**, which covers **immediate concerns**. |
| 9 | Pointers for Practice: Making a report<https://safeguarding.wales/adu/ap/a2p.p6.html> |  |
| 10 | Gathering Information to Make a Report<https://safeguarding.wales/adu/a2/a2.p14.html> | The trainer may wish to distribute copies of a duty to report form. |
| 11 | Information to include in a report (referral)<https://safeguarding.wales/adu/a2/a2.p14.html> | **!** Lack of detail should never prevent or delay reporting a safeguarding concern. Trainer to distribute:Handout: Information to include in a report (referral) |
| 12 |  | Trainer to note:**Reports from the general public**If the report is being made by a member of the public then they may not have much information. However, it is important to elicit as much detail as possible regarding:* the cause for concern and the nature of the evidence to support these concerns
* any factual information they may have about the adult at risk – for example, name, address.
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| 13 |  | **N.B.** As it is the local authority social services department that responds to reports about an adult at risk, the term ‘social services’ is used in the Wales Safeguarding Procedures rather than local authority**.**Throughout the Wales Safeguarding Procedures a report to social services is taken to also mean a referral. |
| 14 | Clarifying next steps with the report-maker<https://safeguarding.wales/adu/a3pt1/a3pt1.p4.html> |  |
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| 16 |  | It is the responsibility of the reporting practitioner to ensure that their concerns about an adult at risk are considered and followed through.If a practitioner remains concerned about an adult at risk, they should re-refer them and/or bring the matter to the immediate attention of the social services senior manager with responsibility for safeguarding in the area.  |
|  |  | Optional activity:Handout: Practice scenarios and discussion |