

Safeguarding Adults - Out of Borough Mosaic Guidance

You would create the **Safeguarding Adults - Out of Borough** workflow step to reflect that a Safeguarding outside of Camden has been raised, and to ensure all documents received from the other authority are uploaded in one place, to reflect this Safeguarding.

This workflow step is kept open until the Safeguarding is over/ all documents have been received.

Starting the Safeguarding Adults - Out of Borough workflow step

This can be generated from 'Start' and 'New' on the person's main page. Select **Safeguarding Adults - Out of Borough**.

Person summa	ary - Guide Test (2192463	3) born 1 Aug 1953 (69 ye	ears old)		
Person details > Start > Case notes	Demographic infor Initial Record (New or returning adults only)	mation <u>Change</u>	Case status Open 15 Nov 2022		
Documents Health > Legal status	New Main address 1-3 Lon WC	Belgrove Street don 1H 8AB <u>(View map)</u>	Current work	Workflow map	Hi
Registrations Alerts history	• <u>Request for Cl</u>	nority: Camden d: Kina's Cross <u>ppointee/COP Review</u> _DS Health Intervention	No current work		
File location	<u>Safeguarding</u> Basic Safeguarding <u>Send a review</u>	Adults - Out of Borough Adults - S42(1) Information where no review is in place	<u>Gathering</u>		
	Contential Shared Lives (Date Date What matters	Carer Placement Arrangem ome Measures (Initial) - Conversation 3 (Mental H	<u>ents</u> lealth only)		
	<u>What matters</u> Gend	- Conversation update			-

Completing the Safeguarding Adults - Out of Borough workflow step

When the Safeguarding Adults - Out of Borough step opens, there are no forms to be completed, apart from the Next actions form:

Safeguarding Adults - Out	of Borough : Guide Test(2192463)				
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Next actions form						
Sections	1. Actions Taken					
1. Actions Taken						*indicates required field
indicates completed section	Subject Details					
	Find Subject	Find				
	First Names*	Guide 🏶				
	Last Names	Test 👹				
			Next actions			
	Next action	Assigned to	Reason	Note	Priority	Status

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The main purpose of the workflow is to upload all the supporting documents for the out of borough Safeguarding.

To upload the documents received, click on the paper clip and select **Attach a document**.

Safe	guardi	ing A	dults -	Out of	Bor	bugl	n : Guide Test (2192463)
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Nex	Next actions form						

Then search for the document you wish to upload, from your one drive/ desktop and upload. Ensure you give the file a title, and select a main category and sub-category. If you don't select a sub-category, the file upload will error.

You can upload as many documents as you need to. They can be viewed again under the paperclip icon but also under 'Attachments' in 'Documents' on the person's main file (so you don't need to upload them again here).

If you are still waiting for more documents from the other borough/ agency, you can save and close the workflow and resume it at a later stage.

This workflow should be left incomplete until the Safeguarding has finished.

Tasking the workflow to your manager for authorisation

Once you have finished uploading all the supporting documents, you will need to send it to your manager for authorisation. This is mandatory in this workflow (you will not be able to finish this step without authorisation).



Using the toolbar, select the 'Requests' icon

A 'New Request' box will pop up, and you select '**REQUIRED Safeguarding Adults- Managers Decision/ Feedback**'. You can add a note in the text box provided, and then select 'Find'choosing your manager. Then click 'OK'.

Safeguarding Adults - Out	t of Borough : Guide Test (2192463)
	📕 🖉 (o) 🚨
Next actions form Sections Actions Taken indicates completed section	New request Select Required Safeguarding Adults - Managers Decision/Feedback Note Pass to worker* Find Pass to worker* Find Image: Control of the sent when you next save.
	OK Cancel
	□ Section completed



You will know this request has been made, if you click on the 'Requests' icon again. Here you can see it has been added:

Safeguarding Adults -	Out of Borough : Guide Test (2192463)
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Next actions form	Safeguarding Adults - Managers Decision/Feedback (Required)
Sections	Send request
1. Actions Taken	
✓ indicates completed section	Subject Details

Managers: Safeguarding Adults - Out of Borough

You need to resume the **Safeguarding Adults - Out of Borough** workflow step completed by the practitioner, to read the uploaded information, authorise and add comments.

In your Current Work folder, under **Incoming Requests**, you will find the request sent to you for authorisation.

Click on the task to open the summary page, and then select 'Resume':

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A Rec	ently viewed	C	Resume Person summary Work history	Status Status	Documents Next actions form
v Curr	rent work	C			Requests
Туре 个	Subject	Title		ID	Sefective Adults - Managers Decision /Seedt
a	Incoming work ((6)		13011454	(Required) - SENT <u>History</u> Assigned on 02/12/2022 14:08 to Efioawan Glover
6	Incoming reque	sts (1)		Assignment details	Glover
\$	Guide Test (2192463)	<u>Safeguarding</u> Adults - Managers		Assigned to: Efioawan Glover History	
		<u>Decision/Feedback:</u> <u>Safeguarding</u> Adults - Out of		Progress details	
		Borough		Started on: 02/12/2022 14:08 Last updated by: Efioawan Glover on 02/12/2022	

Once the workflow step is open, check the attached documents by clicking on the paper clip and downloading the documents to read.



When you have finished reading the documents, select the 'Requests' icon in the toolbar, and click on the authorisation task which was assigned to you:

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A Next actions form	A B Safeguarding Adults - Managers Decision/Feedback (Required) - 02/12/2022 (Efioawan Glover)
Sections	Send request
A 1. Actions Taken	

Select 'Completed' if you are authorising the Safeguarding, or 'Returned' if further work is required by the practitioner, and click 'OK':

Sent Withdrawn Returned Completed Note Status history Status history DateTime Action Worker/team Note D2/12/2022 14:08 Sent to Eficawan Glover	tatus			
Note Image: Status history DateTime Action Worker/team Note 02/12/2022 14:08 Sent to Eficawan Glover) Sent Returned	○ Withdrawn	© Complete	d
Status history DateTime Action Worker/team Note 02/12/2022 14:08 Sent to Eficawan Glover	Note			A
DateTime Action Worker/team Note 02/12/2022 14:08 Sent to Efioawan Glover		Status I	history	
02/12/2022 14:08 Sent to Efioawan Glover	DateTime	Action	Worker/team	Note
	02/12/2022 14:08	Sent to	Efioawan Glover	

Note, if you select 'Returned', the practitioner will need to send you another authorisation task once the further work has been completed, for this to be authorised again. The practitioner cannot finish this step, without this authorisation task being completed.

Then Save and Close this workflow step (for the practitioner to resume for the next actions), using the icon.



Selecting an Action and finishing the workflow:

Resume your **Safeguarding Adults - Out of Borough** workflow step. To finish this workflow step, you need to select a Next Action.

Go to **Section 1. Actions Taken**, select 'Add', and choose the only outcome from the dropdown list, *Safeguarding Adults – No Further Action*:

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Sections A 1. Actions Taken indicates completed section	Sub	Next actions Select action Note	Please select Please select Safeguarding Adults - No Further Action	× •	*indiant@s
	4	Priority	🖲 🎦 Normal	O 🎥 Low	
					at

Then select one of the two reasons, *Others – please specify* or *Safeguarding Case Resolved*, from the drop down:

Select action	Safeguarding Adults - No Furth	er Action 🖌		
Reason*	Please Select 🗸 🗸			
Note	Others - please specify Safeguarding Case Resolved	\triangleleft		
riority				li
🕽 🚵 Urgent	🖲 🖹 Normal	0	Low	

Then select Add and close.

Once your action has been selected, you can FINISH this workflow step, via the green tick

icon in the toolbar