

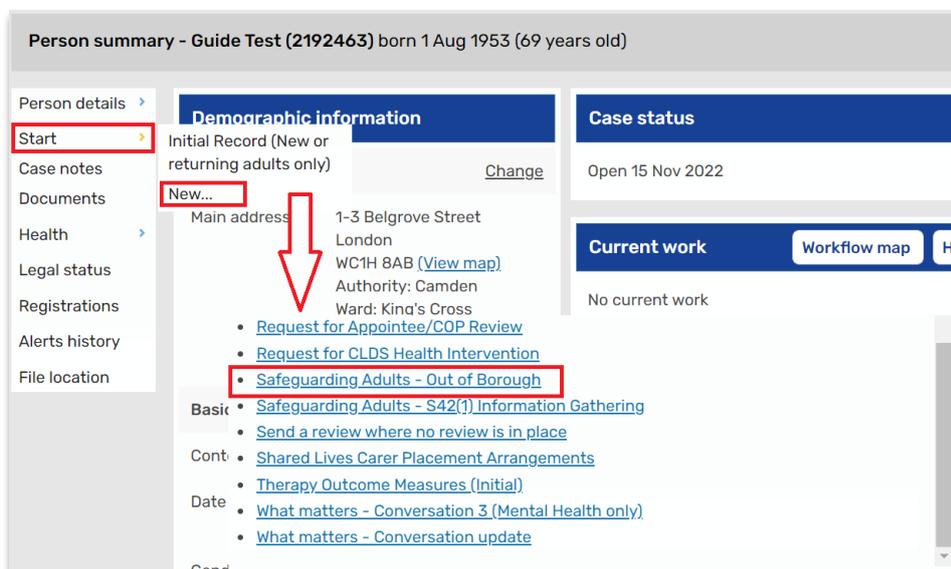
Safeguarding Adults - Out of Borough Mosaic Guidance

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.

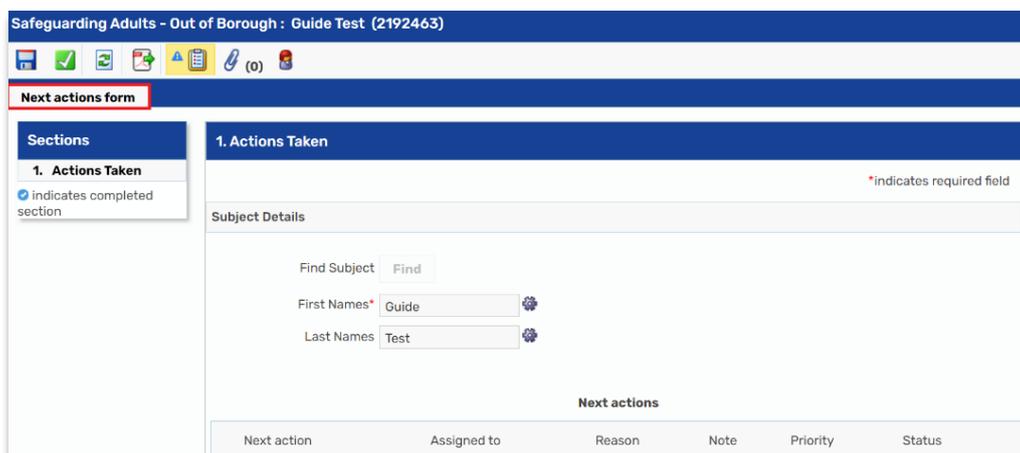
Starting the Safeguarding Adults - Out of Borough workflow step

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



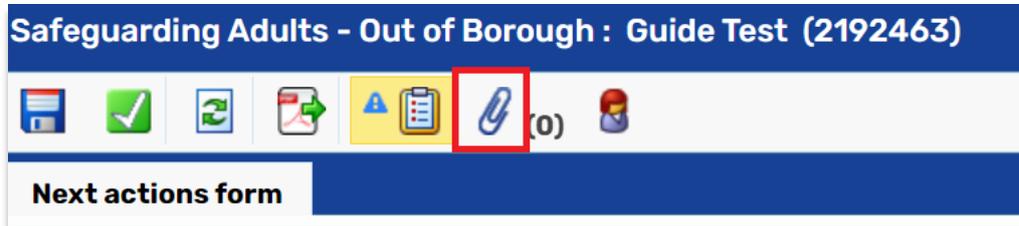
Completing the Safeguarding Adults - Out of Borough workflow step

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



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**.



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.

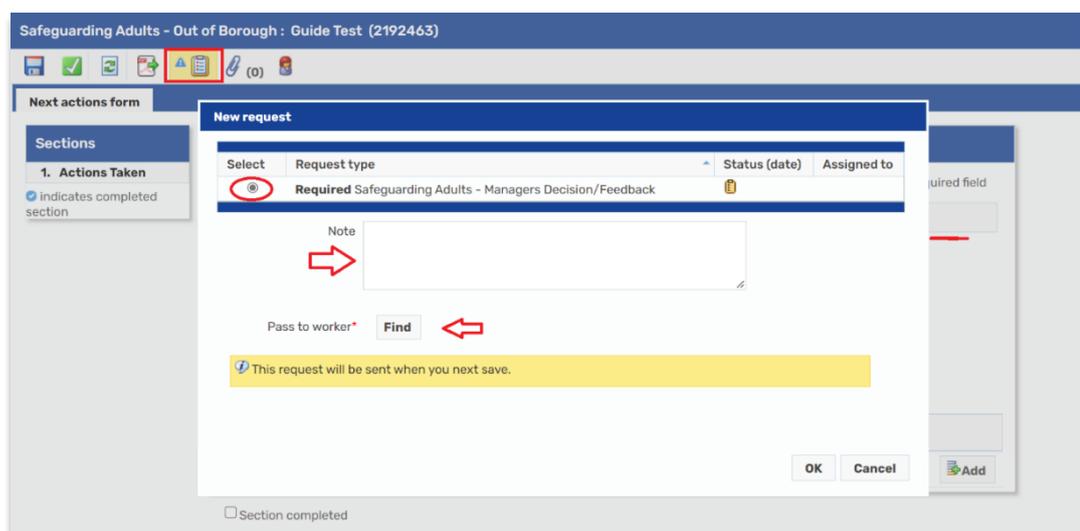
Tasking the workflow to your manager for authorisation

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'.



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



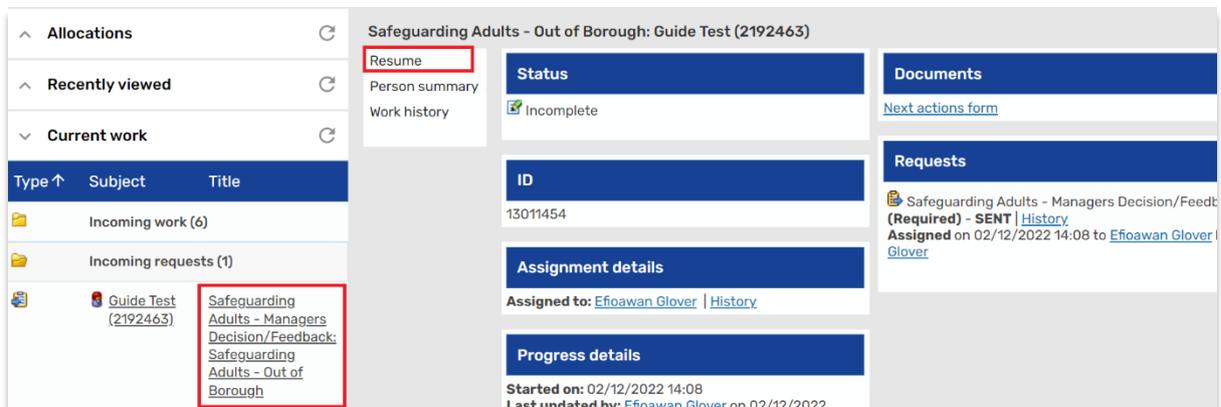
Save and Close this workflow step , and wait for this to be authorised.

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.

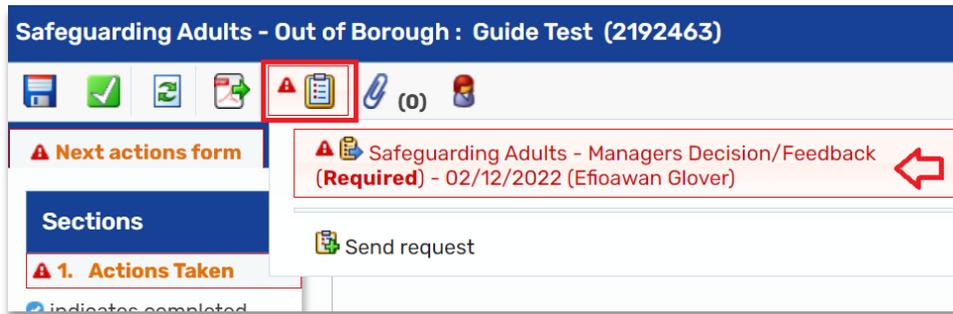
In your Current Work folder, under **Incoming Requests**, you will find the request sent to you for authorisation.

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

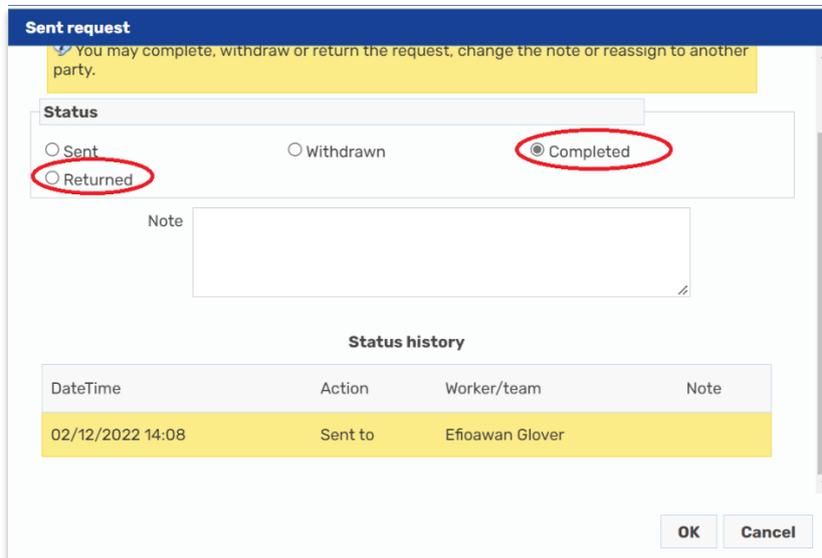


Once the workflow step is open, check the attached documents by clicking on the paper clip  and downloading the documents to read.

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:



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



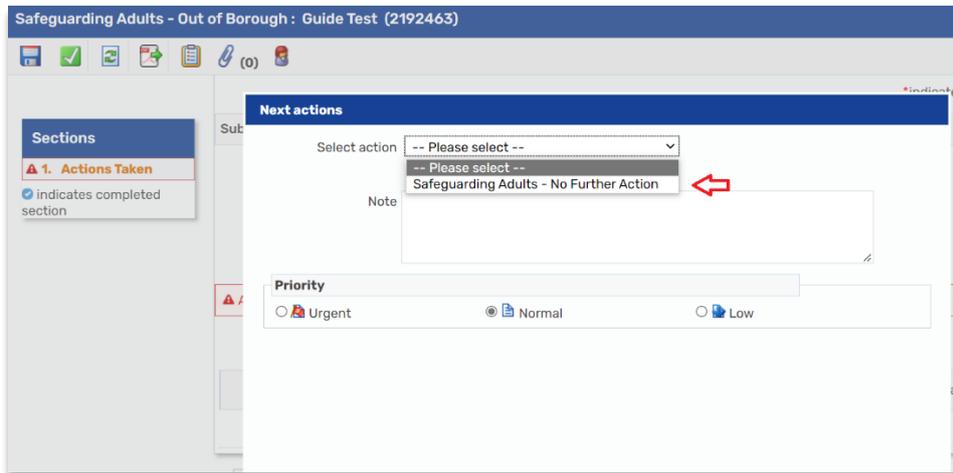
Note, if you select 'Returned', the practitioner will need to send you another authorisation task once the further work has been completed, for this to be authorised again. The practitioner cannot finish this step, without this authorisation task being completed.

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:

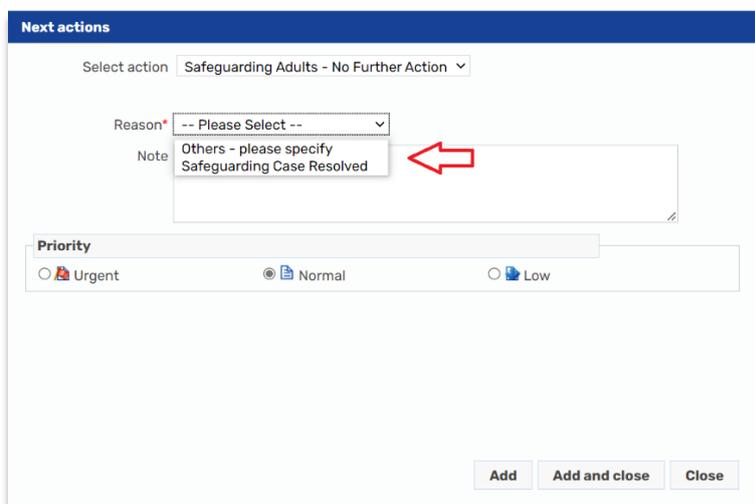
Resume your **Safeguarding Adults - Out of Borough** workflow step.
To finish this workflow step, you need to select a Next Action.

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



The screenshot shows the 'Next actions' form. On the left, a sidebar lists 'Sections' with '1. Actions Taken' selected. The main form has a 'Select action' dropdown menu open, with 'Safeguarding Adults - No Further Action' highlighted. A red arrow points to this option. Below the dropdown is a 'Note' field. At the bottom, the 'Priority' section has radio buttons for 'Urgent', 'Normal' (selected), and 'Low'.

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



This close-up shows the 'Reason' dropdown menu. The 'Reason' field is labeled with an asterisk. The dropdown is open, showing two options: 'Others - please specify' and 'Safeguarding Case Resolved'. A red arrow points to 'Safeguarding Case Resolved'. The 'Priority' section below shows 'Normal' selected. At the bottom, there are three buttons: 'Add', 'Add and close', and 'Close'.

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  .