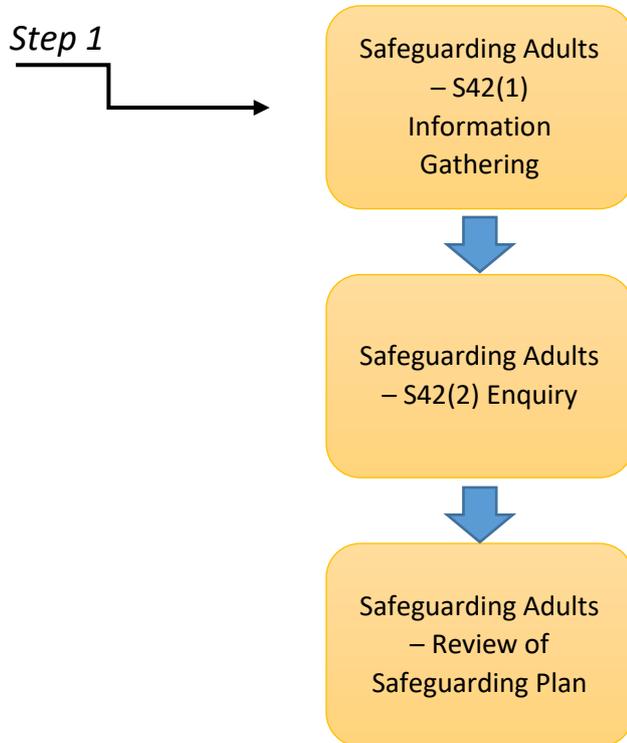


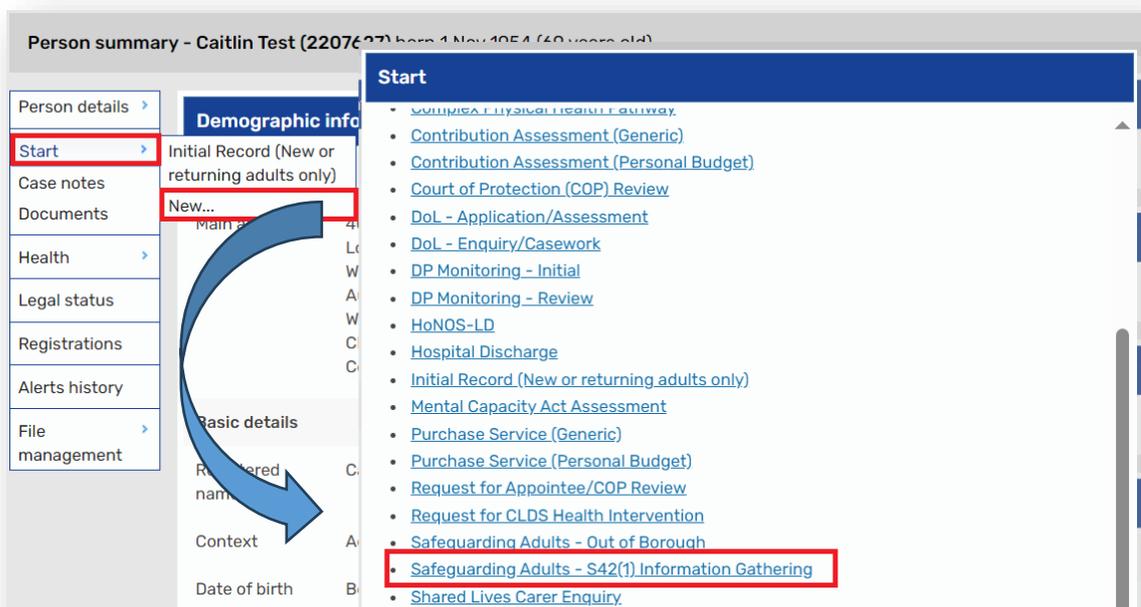
Safeguarding Adults- S42 (1) Information Gathering

Mosaic Guidance



The first step in the Safeguarding workflow, is called **Safeguarding Adults- S42 (1) Information Gathering**.

The Safeguarding S42 (1) workflow step can be generated as an action from your What Matters- Three Conversation workflow, or from 'Start' and 'New' on the person's main page:





Completing the Safeguarding Adults- S42 (1) workflow step

- When a Safeguarding S42 (1) step opens, there are two forms: the **Safeguarding Adults – S42 (1) Information Gathering** form, and the **Privacy Notice** form. If the Privacy Notice form has not been completed previously for this person, you will need to ensure the Privacy Notice details have been explained to the person or advocate if possible, and confirm this either way, at the bottom of the form:

You can find different versions of the Privacy Notice on the [Camden Care Choices website](#)

There are 5 sections of the **Safeguarding Adults – S42 (1) Information Gathering** form.

- Section 1. Guidance**, provides guidance around the Mosaic process and Safeguarding practice. You are required to tick the box at the bottom of the form, to confirm you have read and understood the guidance:



- [Section 2. Basic details of adult at risk](#), pulls through the person’s details from their main page. If you notice anything here is incorrect or missing, you will need to update these details on the main page, and then come back to this step and ‘Refresh’  .
- Note, *Date of birth*, *Gender*, *Sexual Orientation*, *Ethnicity*, and *Service User Group* are mandatory pieces of information required here:

Safeguarding Adults - S42(1) Information Gathering : Caitlin Test 2207627

Safeguarding Adults - S42(1) Information Gathering | Privacy Notice

Sections

- 1. Guidance
- 2. Basic details of adult at risk**
- 3. Details of concern
- 4. Three Stage Criteria and immediate risks
- 5. Next actions

● indicates completed section

2. Basic details of adult at risk *Indicates required field

Basic details

NB. These details are pre-populated from and updated in the main record

Name Caitlin Test

Date of birth* 01/11/1954

Age 69

Preferred pronouns

Gender* Female

Pronoun/gender notes

Sexual orientation*

Bi/bisexual Gay/lesbian Heterosexual/straight

Prefer not to say Prefer to self-describe Question not asked

Ethnicity* Mixed

Subethnicity Any Other Mixed Background

First language English

Interpreter needed?

- At the bottom of Section 2, you will need to add any of the person’s health conditions into the table provided. Select ‘Add’, and choose from the drop-down list of conditions (you can add multiple).
Note, there is a ‘None known’ option if this is a non- statutory Safeguarding.
This is a mandatory table, so at least one entry needs to be added:

Health Conditions*

Condition/s

Add

Health Conditions

Condition/s -- Please Select --

- Please Select --
- None known
- Arthritis
- Asperger's
- Autism
- Cancer
- Cardiac condition
- COPD /Respiratory condition
- Dementia (incl Alzheimers)
- Depression/anxiety
- Diabetes
- Epilepsy
- Head injury (incl Acquired brain injury)
- Hearing impairment
- HIV/Aids
- Learning disability
- Motor Neurone Disease
- Parkinson's disease
- Severe mental illness
- Stroke

Add **Add and close** **Close**



- **Section 3. Details of concern.** Firstly, add the details of the person raising the concern. Note, *agency or relation to adult* is mandatory, and you will need to select an option from the drop-down. To enter the person's details either select 'Find' if the person raising the concern is on Mosaic, or 'Manual Input' if not:

Safeguarding Adults - S42(1) Information Gathering : Caitlin Test 2207627

Safeguarding Adults - S42(1) Information Gathering | Privacy Notice

Sections

- 1. Guidance
- 2. Basic details of adult at risk
- 3. Details of concern**
- 4. Three Stage Criteria and immediate risks
- 5. Next actions

● indicates completed section

3. Details of concern *indicates required field

Details of person raising concern

Guidance

- Please select the appropriate option from 'Agency or relation to adult'
- Where appropriate, you may also be prompted to select from a further drop-down list and/or specify the details of the organisation. The latter can be achieved by selecting 'Find' above, or if the organisation is not listed in Mosaic, you can select 'Manual Input'.
- This information is vital to support the work of colleagues in the organisation who are monitoring the safeguarding data.

Agency or relation to adult* -- Please Select --

Find contact **Find** Clear Manual Input

Person or Worker Name

Organisation Name

ID

- If you answer 'No' to whether the person raising the referral is willing to be contacted further, an additional box will open for you to detail the reasons.
- Under 'Details of concern' there's an expanding text box for you to detail this, and you will need to enter the date the concern was received underneath.
- If you answer 'Yes' to any risks to others, then an additional box will open for you to provide details
- You will also need to answer the '*Are we aware of any similar concerns relating to the adult at risk being raised before?*' question- and note the guidance that if you answer 'Yes', you need to provide further detail in the Worker's analysis and conclusions section (found in Section 4).

Is the person willing to be contacted further?

Yes No

If not, why?

Summary of concern

Details of concern*

Date concern received* 16/01/2024

Are there any children or other vulnerable adults involved?

Are there any risks to others, including children?*

Yes No

If yes, please provide details and outline any actions that have been taken

Are we aware of any similar concerns relating to the adult at risk being raised before? (If yes, please provide further detail in your analysis and conclusions).*

Yes No

- Then select the *type of abuse* from the list provided. You can select multiple if relevant, and there is detailed guidance above to support you to select the correct types:

Type of Abuse

Guidance on types of abuse:

- **Discriminatory abuse** – including forms of harassment, exclusion, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion including hate crime.
- **Domestic abuse** – including psychological, coercive and controlling behaviour, physical, sexual abuse including FGM, financial, emotional abuse; so called 'honour' based violence.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, misuse or misappropriation of property, possessions or benefits.
- **Modern day slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude.
- **Neglect and acts of omission** –including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Organisational abuse** – ill treatment including neglect and poor care practice within an institution or specific care setting or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation
- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Psychological / Emotional abuse** – including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. Includes mate crime.
- **Self-neglect** – this covers a wide range of behaviour covering lack of self-care, neglect of one's health, environment. Includes hoarding and a refusal to engage with services and support to alleviate such issues.
- **Sexual abuse** – including sexual exploitation, rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or indecent exposure.

Primary Abuse Type

<input type="checkbox"/> Discriminatory	<input type="checkbox"/> Domestic Abuse	<input checked="" type="checkbox"/> Psychological/Emotional
<input checked="" type="checkbox"/> Financial & Material	<input type="checkbox"/> Modern Day Slavery	<input type="checkbox"/> Neglect & Acts of Omission
<input type="checkbox"/> Organisational abuse	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Self Neglect
<input type="checkbox"/> Sexual Abuse		

- Note the cuckooing question underneath the abuse list which is mandatory:

- **Cuckooing** is a practice where people take over the home of a vulnerable person and use the property for their own benefit, to facilitate exploitation or establish a base for criminal activities, such as drug dealing. It can form part of many types of abuse, including financial, psychological and physical, and can also be linked to other forms of exploitation and crime such as mate crime, county lines and modern slavery. It is sometimes also known as 'home invasion'.

Does this involve cuckooing / home invasion?*

Yes No

- If the concern/s raised are in relation to an organisation, select 'Yes' under the *Organisation concerns* section, and use 'Find' or 'Manual Input' to add the organisation:

Organisation concerns

Is this concern about quality of service, or any other aspect of service provision, in an organisation?*

Yes No

Find **Find** Clear Manual Input

Name

Address

Telephone



- Please note the guidance below this around reporting any quality concerns to commissioning:

Quality concerns

Quality Alerts/Concerns

Practitioners have a duty to report any safeguarding and quality concerns to commissioning colleagues in relation to commissioned providers via the QualityAssurance2@camden.gov.uk inbox

The safeguarding process should still be followed for any safeguarding concerns however please copy in Quality Assurance if it is in relation to a commissioned provider.

The following examples may be appropriate to close at the 42.1 stage. However, ensure that information is shared with quality assurance, as they still constitute a quality concern:

- Staff error on one occasion causing little or no harm, e.g. skin friction mark due to ill-fitting hoist sling
- Moving and handling procedures not followed on one occasion not resulting in harm
- Adult does not receive prescribed medication (missed/wrong dose) on one occasion - no harm occurs
- Isolated incident where adult is spoken to in a rude or inappropriate way - respect is undermined but little or no distress caused
- Missed home care visit on one occasion - no harm occurs
- Care plan does not address assessed needs/or is not followed on one occasion and no harm occurs
- One off incident of low staffing due to unforeseen circumstances
- Isolated incident involving adult on adult not resulting in harm or distress
- Person has fallen and sustained an injury. Risk assessment in place and was followed

- **Section 4. Three Stage Criteria and immediate risks.** Detail the views of the adult at risk in the text box provided.
- Under *Immediate risks*, if you select 'Yes' that there is an immediate risk, an additional text box opens for you to detail the *Immediate risk management plan*.

Sections	4. Three Stage Criteria and immediate risks
1. Guidance	
2. Basic details of adult at risk	
3. Details of concern	
4. Three Stage Criteria and immediate risks	Views of adult at risk
5. Next actions	What are the views of the adult at risk regarding this concern?*
<input checked="" type="checkbox"/> indicates completed section	Test Test Test
	Please also consider initial views on capacity and / or advocacy requirements.
	Immediate risks
	Are there any immediate risks?*
	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Immediate risk management plan

- Complete the *Three Stage Criteria*. If you select 'Yes' for all three, then the person has met the criteria to progress with the enquiry.

Three Stage Criteria

Appears to have needs for care and support?*

Yes No

Please give details* Test

Appears to be experiencing, or be at risk of abuse or neglect?*

Yes No

Please give details* Test

As a result of those needs, appears to be unable to protect themselves against the abuse or neglect, or the risk of it?*

Yes No

Please give details* Test

- If you select 'No' for any of the *Three Stage Criteria*, then an additional question opens, where you can select whether a non-statutory enquiry would be appropriate:

Three Stage Criteria

Appears to have needs for care and support?*

Yes No

Please give details*

Appears to be experiencing, or be at risk of abuse or neglect?*

Yes No

Please give details*

As a result of those needs, appears to be unable to protect themselves against the abuse or neglect, or the risk of it?*

Yes No

Please give details*

If you have answered 'No' to any of the Three Stage Test questions, would a non-statutory enquiry be more appropriate? ?

Yes No



- Under the *Worker's analysis and conclusions*, you will find guidance around the decision to progress into S42 (2) or not. Add your conclusions and recommendations into the text box provided, and tick the *Verification signature* tick box- which will automatically add your name, team, date and time against it:

Worker's analysis and conclusions

When completing the S42.1 please consider the following when making decisions around progression into S42.2.:

- Was harm caused to the individual, how serious is the abuse or harm, further risk of abuse or harm and the consequence/impact of the abuse or harm, including vital interest.
- How often has the risk of abuse or harm occurred - history/context
- How many adults at risk were exposed or could have been exposed to the harm or abuse - public interest or potential organisational abuse
- What is the likelihood of the abuse or harm reoccurring? - frequency.
- Wishes/decisions of the adult.
- If in doubt consult with Safeguarding MASH Team.

Decision not to proceed with a section 42 enquiry:

- Does the situation involve abuse, neglect or exploitation?
- Does the adult have identified care and support needs
- Does the adult have the mental capacity to make an informed choice about their own safety, there is no public interest or vital interest considerations and they choose to live in a situation in which there is risk or potential risk.

Please summarise any information gathered in the worker's conclusion and recommendations box below to demonstrate your decision, including whether we are aware of any similar concerns being raised before.

Worker's conclusions and recommendations*



Verification signature

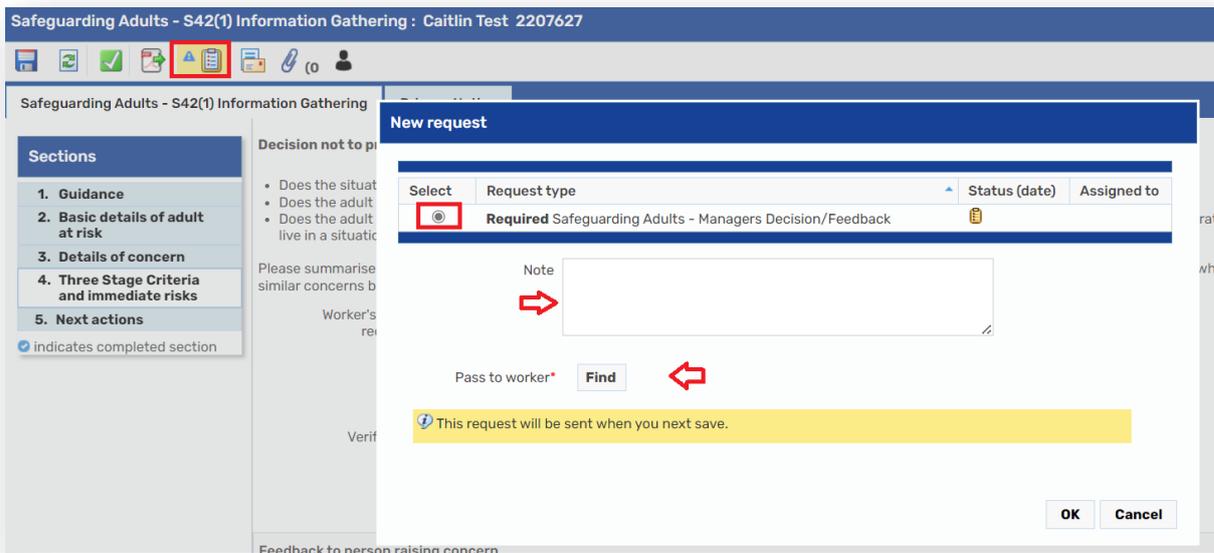
Verification signature Verified at 03:53PM on 22/12/2023 by Efiowan Glover Role: ASC - Super User (Basic), Organisation: HASC

- Note, the section underneath ('*Manager's Decision*') is for your manager to complete.



Tasking the S42 (1) to your manager for authorisation

- Once you have completed sections 1-4, you need to send a request to your manager for authorisation. This is mandatory in this workflow (you will not be able to finish this step without authorisation completed).
- 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, and can see it has added:



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

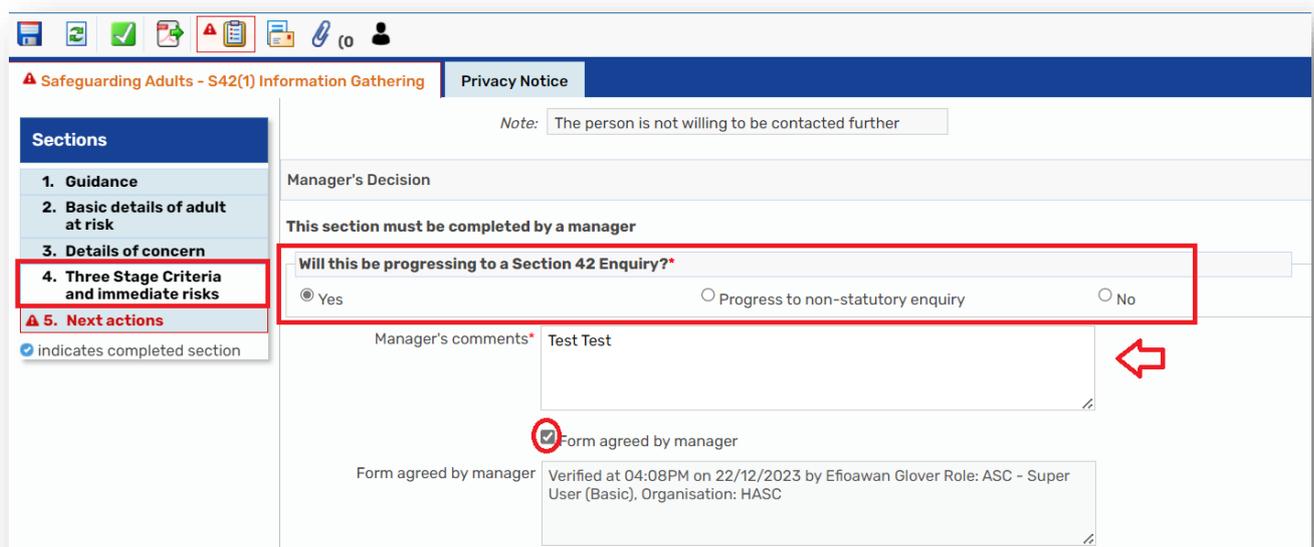


Managers: Authorising the S42 (1)

- You need to resume the S42 (1) workflow step completed by the practitioner, to read the recorded S42 (1) information, authorise, add comments and make a decision as to whether this will progress.
- 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 S42 (1) workflow step is open, ensure the practitioner has read section 1 (tick box required at bottom of the page), and check/ read sections 2-4 completed by the practitioner.
- Under [Section 4. Three Stage Criteria and immediate risks](#), there is a *Manager's Decision* section for you to complete.
 - Decide if this is progressing to a S42 (2), a non-statutory enquiry, or if the S42 (1) is ending here. Add your comments in the text box provided, and tick the 'Form agreed by manager' tick box- which will automatically add your name, team, date and time against it:



- Lastly, 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 S42 (1), or 'Returned' if further work is required by the practitioner, and click 'OK':

Sent request

Request ID: 1043892

Request type: Safeguarding Adults - Managers Decision/Feedback (Required)

 You may complete, withdraw or return the request, change the note or reassign to another party.

Status

Sent
 Withdrawn
 Completed
 Returned

Note

Status history

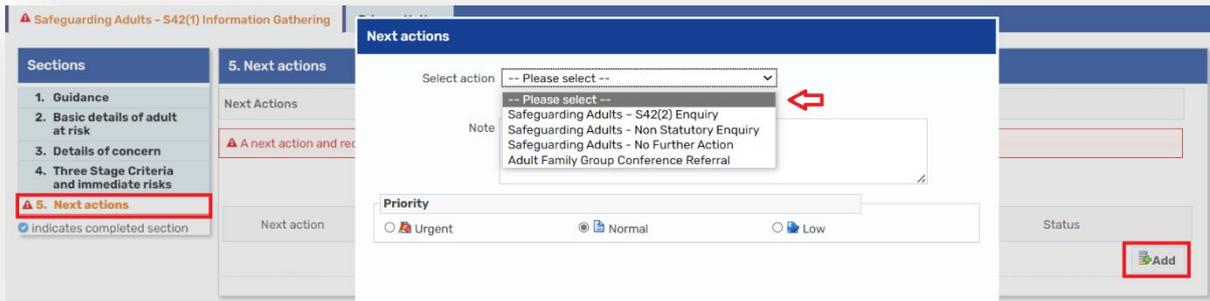
DateTime	Action	Worker/team	Note
22/12/2023 16:02	Sent to	Efoawan Glover	

- 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.



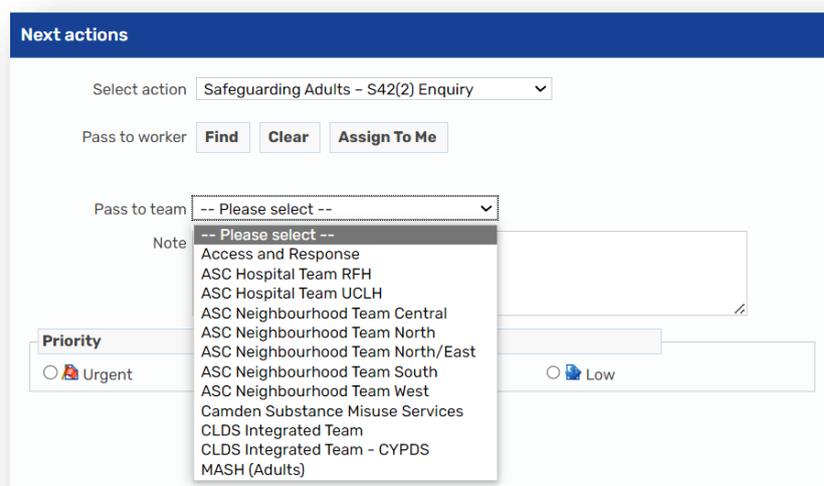
Selecting an Action, and finishing the S42 (1)

- Resume your S42 (1) workflow step.
- You will note that under [Section 4. Three Stage Criteria and immediate risks](#), your manager has added details under the *Manager’s Decision* section, and decided on how to progress. Your manager will have also authorised the task you sent via the ‘Requests’ icon.
- To finish this workflow step, you need to select an Action. Go to [Section 5. Actions Taken](#), select ‘Add’, and choose an outcome from the drop-down list:



Please note:

- For Family Group Conference, you also need to select the forms and letter icon  and create the **Adult Family Group Conference Referral Form**. This is an additional referral form specific to FGC that’s required.
- If you choose **Safeguarding Adults- S42 (2) Enquiry**, or **Safeguarding Adults – Non Statutory Enquiry**, then you need to either select ‘Find’ or ‘Assign to me’ to allocate this next step to a worker/ yourself, or choose a team from the drop-down list:





- If you choose **Safeguarding Adults- No Further Action**, then select a 'Reason' from the drop-down list provided:

Next actions

Select action: Safeguarding Adults - No Further Action

Reason* -- Please Select --

Note: Adult at risk signposted to alternative services
Allegation screened out, no action required
Allegation withdrawn
Case management - passed to Adult Care Management/CLDS
Case management - passed to Adult Mental Health (AMH/SAMH)
Case management - passed to Adult Substance Misuse
Case management - passed to Children's MASH
Decision not to proceed made by client with capacity
Decision to investigate as complaint only
New referral for social care assessment
Others - please specify
Pass to other Borough or Council

Priority: Urgent

Buttons: Add, Add and close, Close

- The action you choose here is also determined by what your manager selected as an outcome in their 'Manager's Decision' section. If your manager for instance has selected 'Yes' to progressing to a Section 42 Enquiry, and you choose a different action of Safeguarding Adults- Non Statutory Enquiry instead for example, a warning message will appear informing you of the correct action to be selected here:

5. Next actions

Next Actions

Warning: Safeguarding Adults - S42(2) Enquiry is a required action because 'Will this be progressing to a Section 42 Enquiry?' question was answered 'Yes' and is not yet added for Caitlin Test

Next action	Assigned to	Reason	Note	Priority	Status
Safeguarding Adults - Non Statutory Enquiry	Efoawan Glover				Proposed

Buttons: Add

- Once your action has been selected, you can FINISH this S42 (1) workflow step, via the green tick icon in the toolbar .
- If you have selected a next action of **Safeguarding Adults- S42 (2) Enquiry**, or **Safeguarding Adults – Non Statutory Enquiry**, then you will see this workflow step waiting under 'Current Work' on the person's main page.

Both these workflow steps will be called *Safeguarding Adults- S42 (2) Enquiry* (whether you selected S42 (2) Enquiry or Non Statutory Enquiry as an action, as they are the same step):

Person summary - Caitlin Test (2207627) born 1 Nov 1954 (69 years old)

Person details >

Start >

Case notes

Documents

Health >

Legal status

Registrations

Alerts history

Demographic information

Address: [Change](#)

Main address: 40 Argyle Square, London, WC1H 8AL ([View map](#))
Authority: Camden
Ward: King's Cross
Cluster team(s): No teams serve this address
Council tenant

Case status

Open 8 Nov 2023

Current work [Workflow map](#) [History](#)

Safeguarding Adults - S42(2) Enquiry
Assigned to: [Efoawan Glover](#)