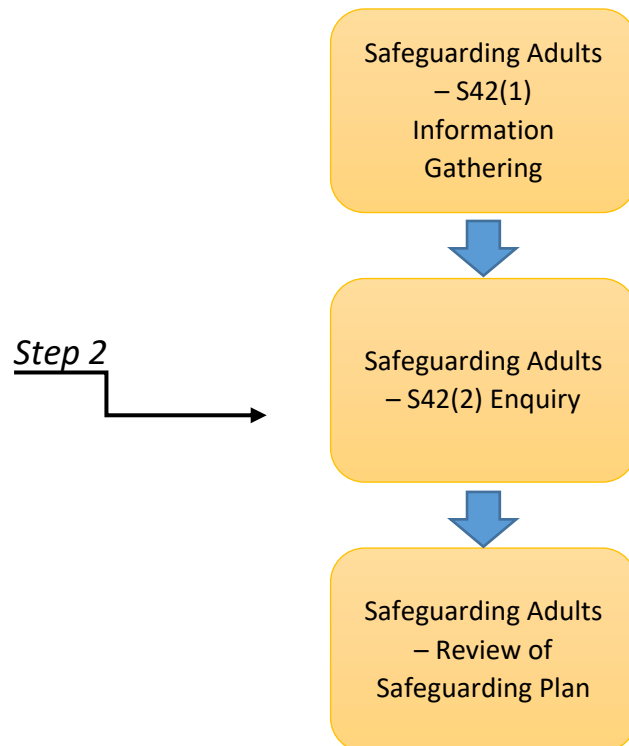


Safeguarding Adults- S42 (2) Enquiry

Mosaic Guidance



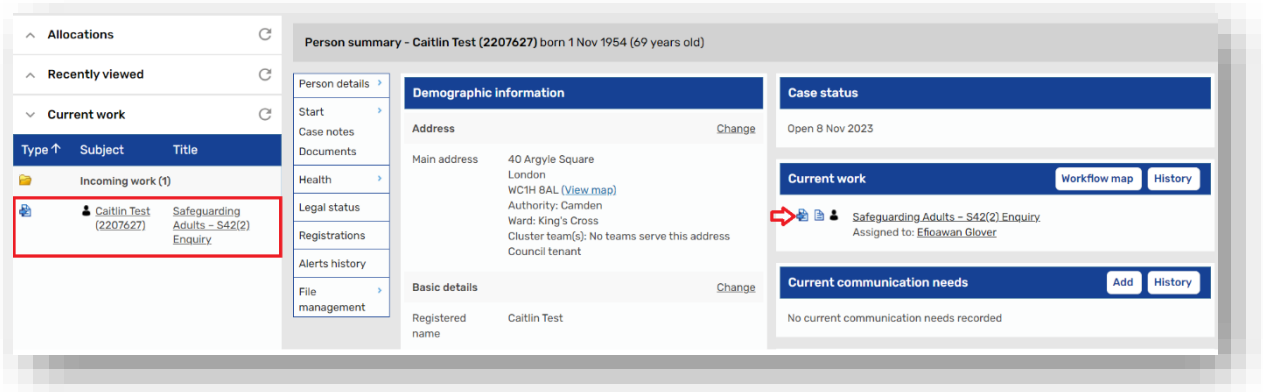
The second step in the Safeguarding workflow, is called **Safeguarding Adults- S42 (2) Enquiry**.

Regardless of whether the action selected from the previous *S42 (1) Information Gathering* workflow step was S42 (2) Enquiry or Non Statutory Enquiry; this second workflow step will be called *Safeguarding Adults – S42 (2) Enquiry*, as they are the same step.

QUICK GUIDE:

- Start the Safeguarding Adults- S42 (2) Enquiry step
- Complete sections 1-5 and 7- 8 of the Safeguarding Adults- S42 (2) Enquiry form
- The Risks and Safeguarding Plan is in section 5
- Go to the Forms and letters icon in the toolbar to record the enquiry meetings in the Section 42 enquiry meeting form
- Use the paperclip icon in the toolbar to upload minutes/ other relevant documents
- Once completed, use the Request icon in the toolbar to send this to your manager for authorisation
- Manager opens Safeguarding Adults- S42 (2) step, completes section 6, and completes authorisation request under the Request icon in the toolbar.
- Next action is selected from section 8, and workflow is finished using the green tick icon in the toolbar.

- As the S42 (2) Enquiry step is generated from the S42 (1) Information Gathering workflow step completed previously; it will be waiting under 'Current Work' on the person's main page:



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

Person details >

Start >

Case notes >

Documents >

Health >

Legal status >

Registrations >

Alerts history >

File management >

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: Efiowan Glover

Current communication needs Add History

No current communication needs recorded

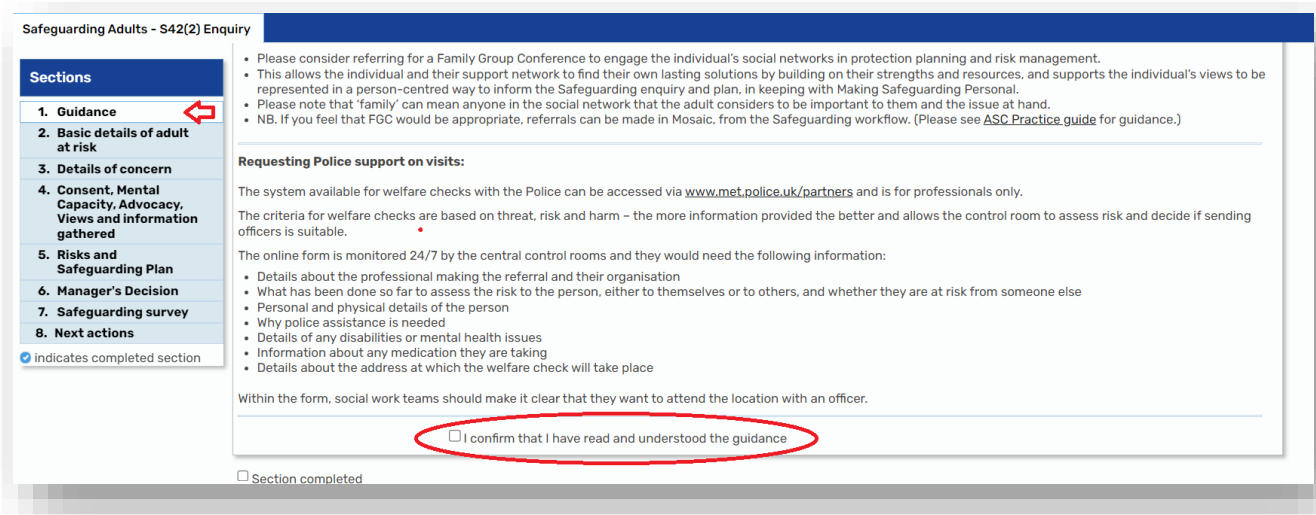
- This step can be started by clicking blue arrow (arrow above) and selecting 'Start Work', or if already assigned to you, can also be started from your incoming work folder.

Completing the Safeguarding Adults- S42 (2) workflow step

When the Safeguarding S42 (2) step opens, you will find the **Safeguarding Adults – S42 (2) Enquiry form** which needs to be completed.


There are 8 sections of the **Safeguarding Adults – S42 (2) Enquiry 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:



Safeguarding Adults - S42(2) Enquiry

Sections

- Guidance** 
- Basic details of adult at risk
- Details of concern
- Consent, Mental Capacity, Advocacy, Views and information gathered
- Risks and Safeguarding Plan
- Manager's Decision
- Safeguarding survey
- Next actions

indicates completed section

- Please consider referring for a Family Group Conference to engage the individual's social networks in protection planning and risk management.
- This allows the individual and their support network to find their own lasting solutions by building on their strengths and resources, and supports the individual's views to be represented in a person-centred way to inform the Safeguarding enquiry and plan, in keeping with Making Safeguarding Personal.
- Please note that 'family' can mean anyone in the social network that the adult considers to be important to them and the issue at hand.
- NB. If you feel that FGC would be appropriate, referrals can be made in Mosaic, from the Safeguarding workflow. (Please see [ASC Practice guide](#) for guidance.)

Requesting Police support on visits:

The system available for welfare checks with the Police can be accessed via www.met.police.uk/partners and is for professionals only.

The criteria for welfare checks are based on threat, risk and harm – the more information provided the better and allows the control room to assess risk and decide if sending officers is suitable.


The online form is monitored 24/7 by the central control rooms and they would need the following information:

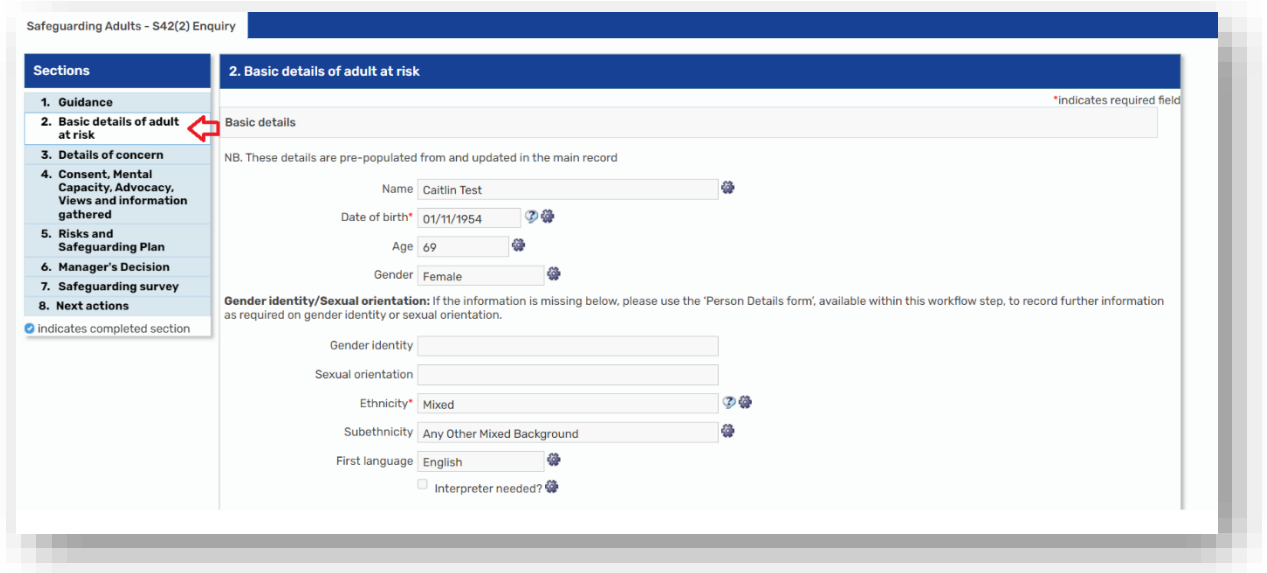
- Details about the professional making the referral and their organisation
- What has been done so far to assess the risk to the person, either to themselves or to others, and whether they are at risk from someone else
- Personal and physical details of the person
- Why police assistance is needed
- Details of any disabilities or mental health issues
- Information about any medication they are taking
- Details about the address at which the welfare check will take place

Within the form, social work teams should make it clear that they want to attend the location with an officer.

I confirm that I have read and understood the guidance

Section completed

- **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, any of the mandatory basic details required here should be already completed, as they were required at the S42 (1) Initial Enquiry stage:



Safeguarding Adults - S42(2) Enquiry

Sections

1. Guidance
2. Basic details of adult at risk
3. Details of concern
4. Consent, Mental Capacity, Advocacy, Views and information gathered
5. Risks and Safeguarding Plan
6. Manager's Decision
7. Safeguarding survey
8. Next actions

2. Basic details of adult at risk

Basic details *indicates required field

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

Name Caitlin Test

Date of birth* 01/11/1954

Age 69

Gender Female

Gender identity/Sexual orientation: If the information is missing below, please use the 'Person Details form', available within this workflow step, to record further information as required on gender identity or sexual orientation.

Gender identity

Sexual orientation

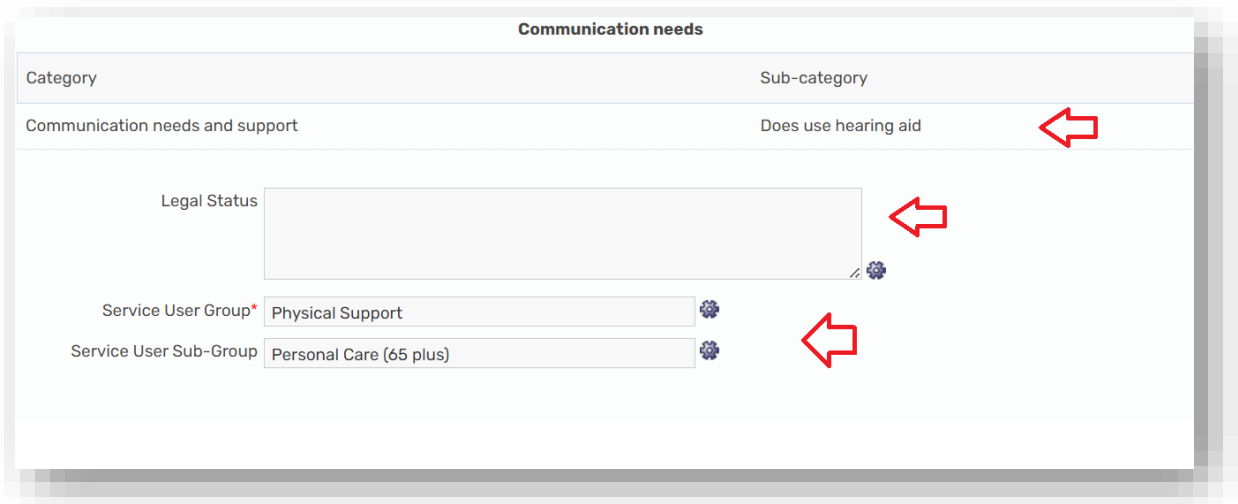
Ethnicity* Mixed

Subethnicity Any Other Mixed Background

First language English

Interpreter needed?

- If it was recorded that the person has or does not have communications needs, legal status and service user group on the person’s front screen, the details would have pulled through to the form. If you need to amend communication needs, legal status and service user group, this will need to be done the person’s front screen.



Communication needs

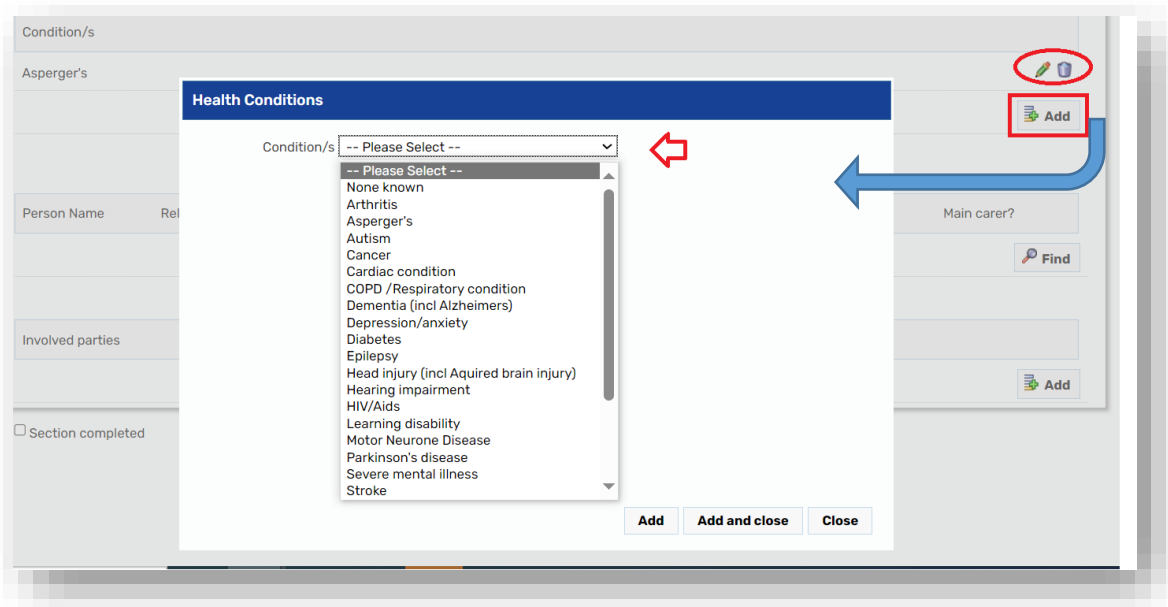
Category	Sub-category
Communication needs and support	Does use hearing aid

Legal Status

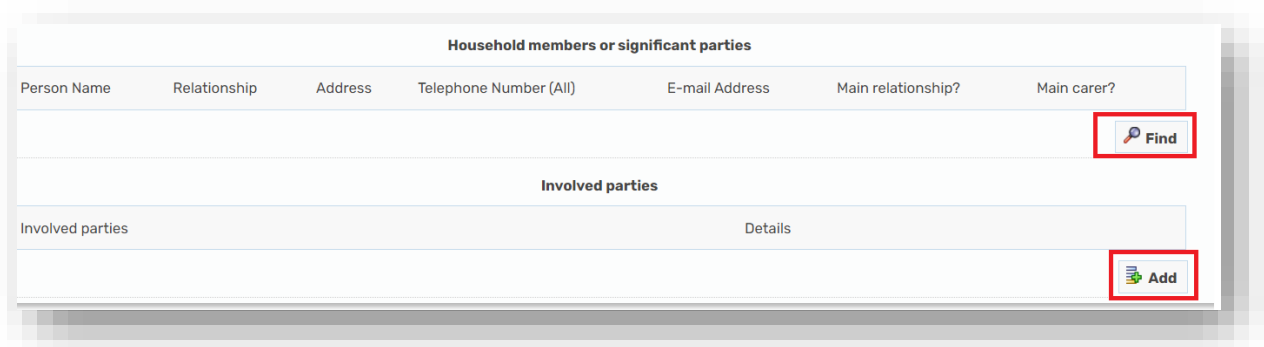
Service User Group* Physical Support

Service User Sub-Group Personal Care (65 plus)

- The health conditions table will have pulled through from the S42 (1) Initial Enquiry step, but these conditions can be amended/ new ones added if required. Either select the pencil icon or bin icon to amend or remove, or select 'Add' and choose from the drop-down list of conditions (you can add multiple).

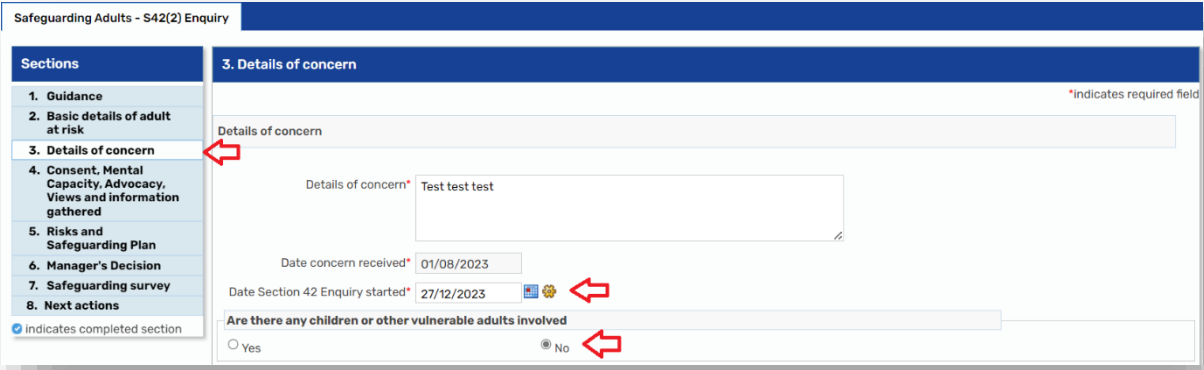


- There are two additional tables in this workflow step under Basic details, for adding *Household members/ significant parties* and *Involved parties*. For Household members/ significant parties you can select 'Find' and either add the person from Mosaic or select the 'Manual input' option (listing them as a main relationship or main carer if relevant). For Involved parties, choose from the drop-down list and add details in the text box provided:

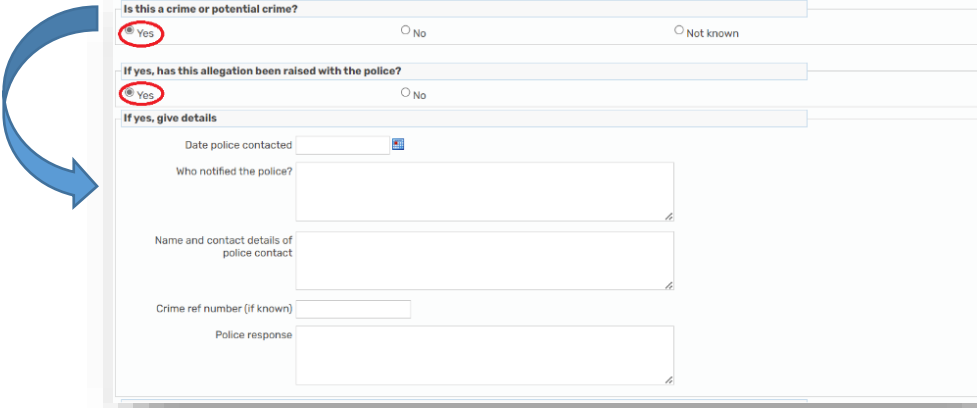


- **Section 3. Details of concern.** The concern details will pull through here from the S42 (1) Initial Enquiry step, however can be amended/ added to in this text box. The date of the concern will also pull through, and cannot be amended here- as it reflects the date of the S42 (1).
- There is an additional date here of the *Section 42 Enquiry*. It pre-populates as the date you have opened this workflow step, however this can be amended if this date is not correct.

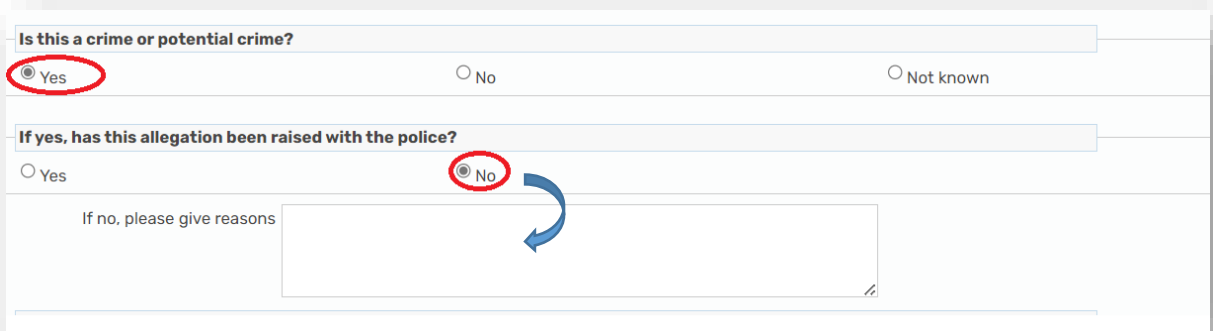
- The *are there any children or other vulnerable adults involved* question pulls through here from the S42 (1) Initial Enquiry step, however can be amended at this stage if this has changed:



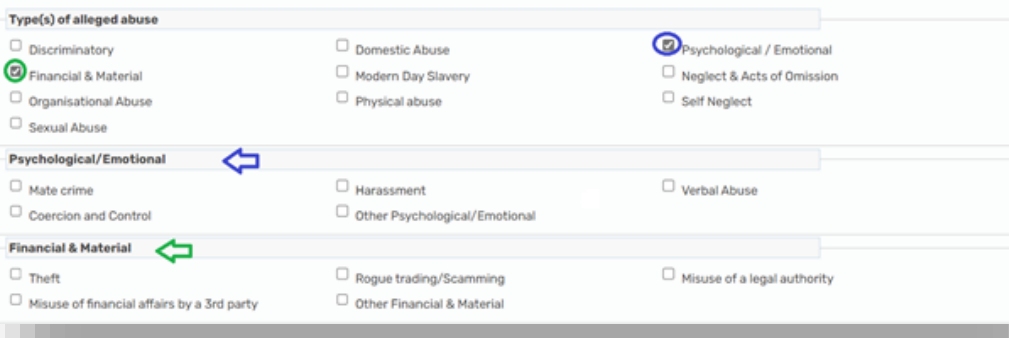
- If you select 'Yes' for whether this is a crime or potential crime, and again 'Yes' that this allegation has been raised with the police- an additional section will open for you to add those details:



- If you select 'No' to whether this allegation has been raised with the police, then a text box will open for you to detail your reasons:



- The *Types of alleged abuse* will pull through from the S42 (1) step. For each category of abuse that was select at S42 (1) stage, there will be an additional section to complete, to add specifics to that category.
For example, if *Financial & Material* is selected, another section will be open for you to tick the specifics around this- and multiple can be selected if relevant, such as ‘Theft’ and ‘Misuse of financial affairs’ etc.
- Additional/new types of alleged abuse can also be selected here, if they weren’t identified/ added at S42 (1) stage.



Type(s) of alleged abuse

Discriminatory Domestic Abuse Psychological / Emotional

Financial & Material Modern Day Slavery Neglect & Acts of Omission

Organisational Abuse Physical abuse Self Neglect

Sexual Abuse

Psychological/Emotional

Mate crime Harassment Verbal Abuse

Coercion and Control Other Psychological/Emotional

Financial & Material

Theft Rogue trading/Scamming Misuse of a legal authority

Misuse of financial affairs by a 3rd party Other Financial & Material

- Please note the Cuckooing guidance and answer the question accordingly:

• **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

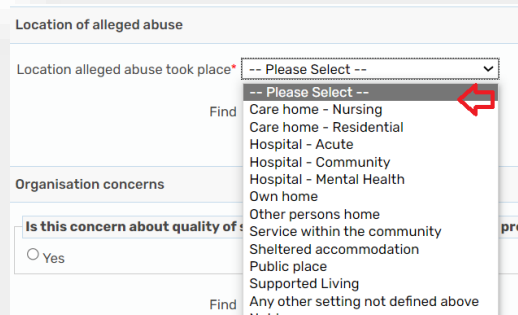
- If you answer ‘Yes’ to whether you are aware of a previous safeguarding concern relating to the adult at risk, then add further details in the text box provided:

Are we aware of any similar concerns being raised before or a previous safeguarding concern relating to the adult at risk?

Yes No

Please give details

- Under *Location of alleged abuse*, select a location from the drop-down list provided:



Location of alleged abuse

Location alleged abuse took place*

Find

Organisation concerns

Is this concern about quality of

Yes

Find

Other persons home

Service within the community

Sheltered accommodation

Public place

Supported Living

Any other setting not defined above

Not known

- If you select an option such as 'Own home', then you can ignore the 'Find' option. However, if you select an option that involves an organisation/ provider such as a care home, you will notice the 'Find' option opens up for you to add the provider, which is mandatory:

Location of alleged abuse

Location alleged abuse took place* Own home

Find **Find** Clear Manual Input

Location of alleged abuse

Location alleged abuse took place* Care home - Residential

Find **Find** Clear **Manual Input**

Organisation name

Address

Telephone numbers

- Please enter the Organisation if there are any quality of service concerns

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

Organisation name

Organisation address

Telephone numbers

Relationship

Note the prompt around reporting any of these quality concerns to commissioning:

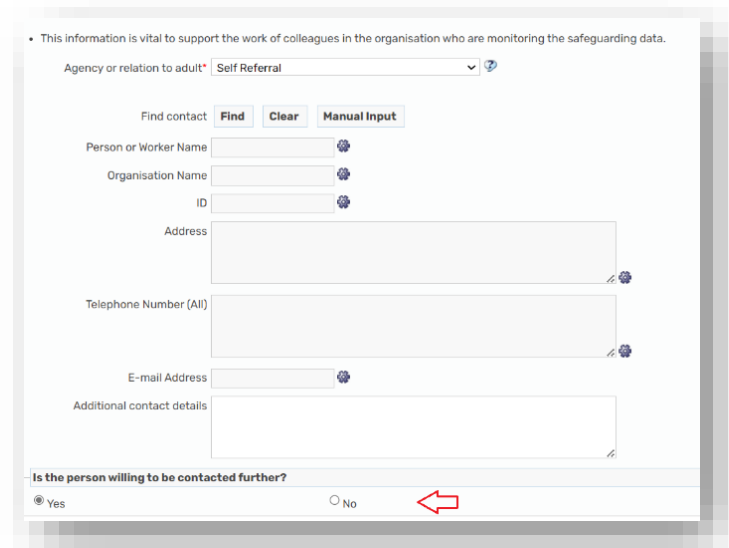
Quality concerns

Quality Alerts/Concerns

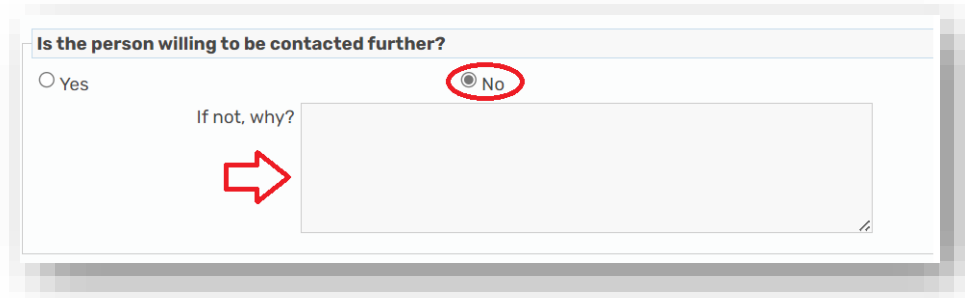
Practitioners have a duty to report any safeguarding and quality concerns to commissioning providers via the **QualityAssurance2@camden.gov.uk** inbox

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

- The information for *Details of person raising concern*, has pulled through here from the S42 (1), including the *is the person willing to be contacted further* question. This question can be amended if the referrer’s wishes have changed:



- If ‘No’ had been selected for *is the person willing to be contacted further* question from the S42 (1), a read only box would have been displayed explaining the reasons which pulled through.



- Finally, in Section 3, you add the *Details of the person/s alleged to have caused harm*.
 - Select whether the person was known to the adult at risk. If this Safeguarding is in relation to self-neglect, then select the N/A option as there is no person alleged to have caused harm.
 - Select from the relationship drop-down list. Again, if this is self-neglect, choose ‘Self Neglect- N/A’, and you can then leave the rest of this section blank, moving onto Section 4 of this form. If you select ‘Other’, please specify the relationship type in the box provided directly below.
 - If it is a professional relationship, you can select from the next drop-down list to be specific around this. If not, you can leave this question.
 - Select ‘Yes’ or ‘No’ if the person lives with the adult at risk, and again if the person is known to ASC in any capacity (if ‘Yes’, add details in the text box).

Details of person/s alleged to have caused harm - 1*

Was person alleged to have caused harm known to the adult at risk*

Yes
 No
 Unknown
 N/A - Self neglect

What is their relationship with the adult at risk* -- Please Select --

Please specify other relationship if not in list. Please DO NOT enter specific name of person

Professional relationship -- Please Select --

Please specify other professional relationship if not in list.

Does person alleged to have caused harm live with the adult at risk?

Yes
 No

Are they known to Camden Adult Social Care in any capacity?

Yes
 No
 Unknown

If yes, in what capacity?

Male
 Female
 Prefers to self-describe
 Unknown

- Select the person's gender if known.
- If you select 'No' or 'Not established' as to whether *the person alleged to have caused harm has capacity required to take part in the Safeguarding process*, then add further details in the text boxes directly below.
- If the person alleged to have caused harm lacks capacity, select 'Yes' or 'No' if they are being supported by an advocate etc (giving details in the box provided):

Does the person alleged to have caused harm have mental capacity as required to take part in the safeguarding process?

Yes
 No
 Not established

If no, how was the lack of capacity determined

If no or not established, what is being arranged to assess or assist the person without capacity

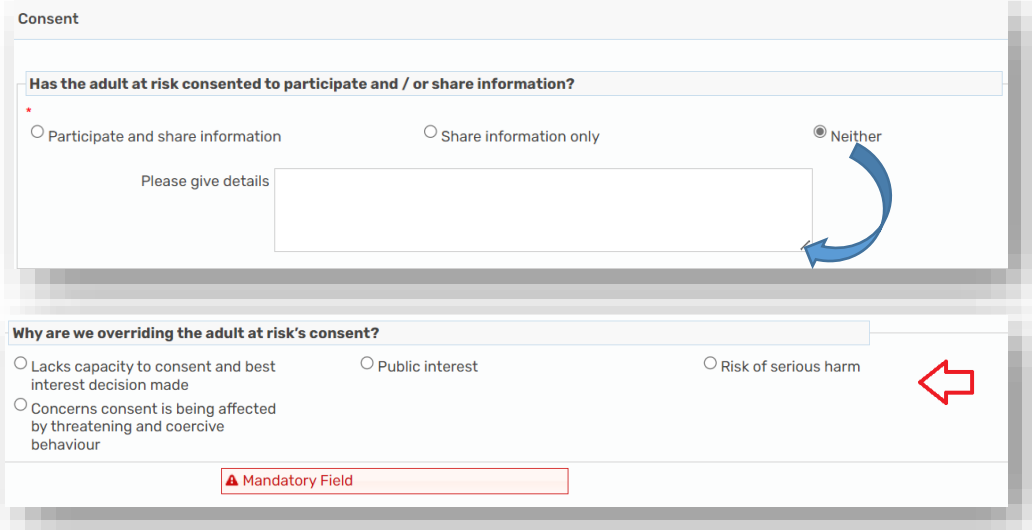
If person alleged to have caused harm lacks capacity, are they being supported by an advocate, family member or friend

Yes
 No

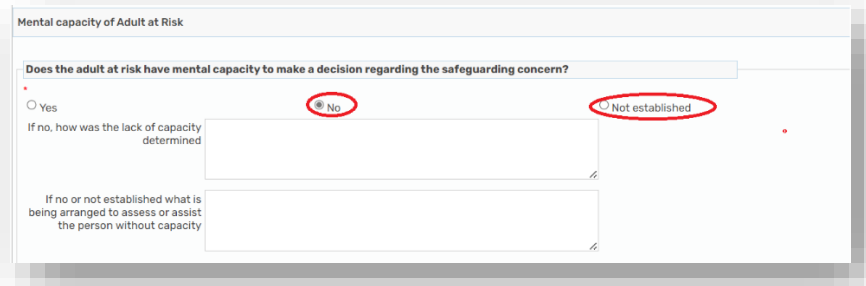
If yes, give details and if no, what action is being taken

Insert Section

- If there is more than one person alleged to have caused harm, you can select the ‘**Insert Section**’. This opens the same set of questions again, titled ‘Details of person/s alleged to have caused harm – 2’; to enable you to add the second set of details for another person alleged to have caused harm. You can insert as many sections as you need/ for as many people who are alleged to have caused harm.
- **Section 4. Consent, Mental Capacity and Advocacy.** Select an option for whether *the adult at risk has consented to participate and/ or share information*. If you select ‘Neither’, a text box opens for you to provide details and reason for overriding consent:



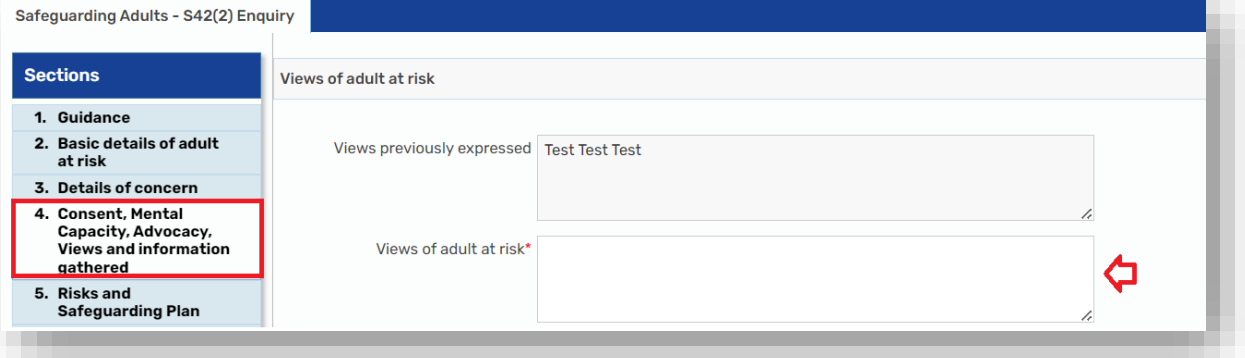
- For the capacity question, if you select ‘No’ or ‘Not established’, provide further details in the text boxes provided:



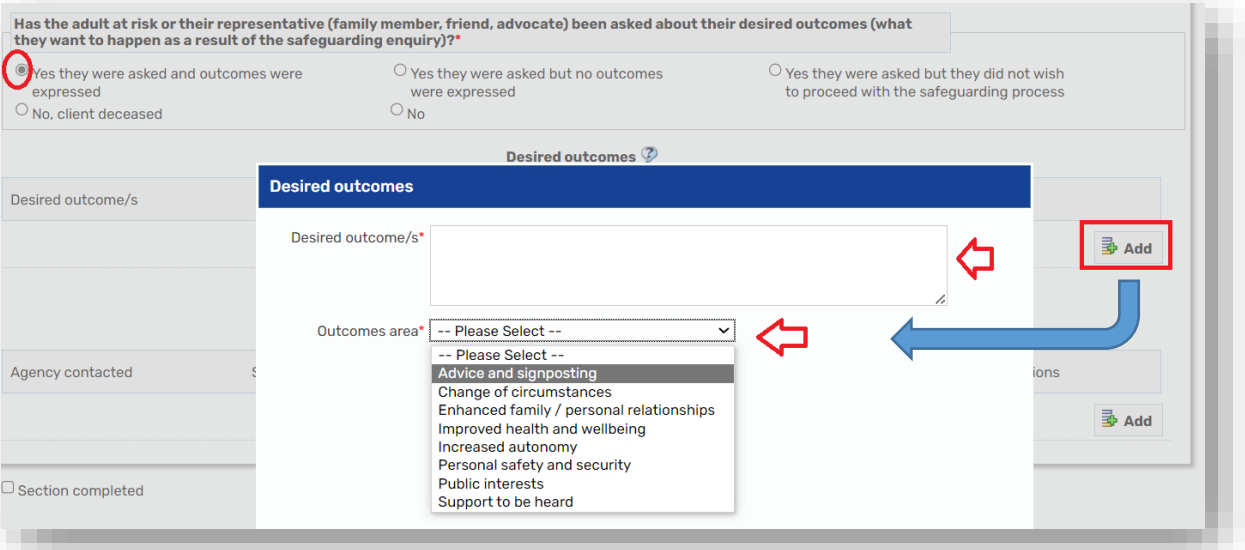
- For the advocacy question, whether you select ‘Yes’ or ‘No’, add details in the text box below – (Note, the advocacy question changes depending on whether you have said they have capacity or lack capacity in the question before):



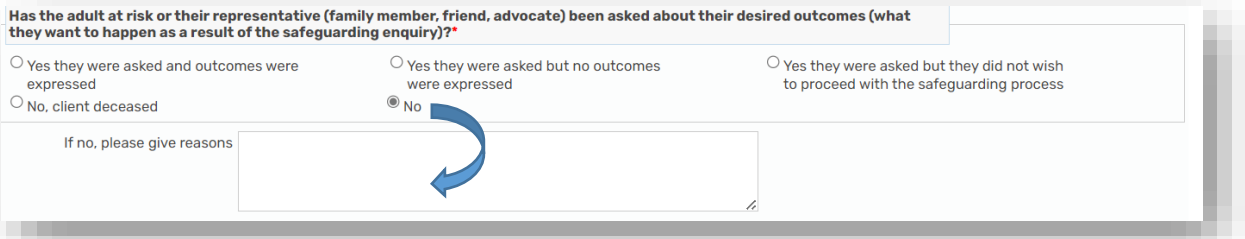
- For the **Views of adult at risk**, you will notice the *Views previously expressed* in the S42 (1) have pulled through here. You cannot amend this box, as it is for information purposes only. You can detail the current *Views of the adult at risk* in this S42 (2) stage in the new text box provided:




- Next, detail whether the adult at risk was asked about their desired outcomes.
 - If you select 'Yes they were asked and outcomes were expressed', a table will open up for you to detail those desired outcomes. Select 'Add' and detail the desired outcome and outcome area. **Please note**, stating the individual does not wish to proceed with the safeguarding process is not a 'desired outcome'. Select the other option in this case.



- If you select 'No' for this question, you will need to provide reasons in the text box provided.



- If you have gathered information from other sources, detail this in the table provided by selecting 'Add':

Information gathered from other sources				
Agency contacted	Summary of contact	Date of contact	Permission to share	Limitations
				

- In [Section 5. Risks and Safeguarding Plan](#), add the risk(s) for the *Risk Assessment and Safeguarding Plan* by clicking add and then another box is displayed to be completed. Please note the instruction at the top, around creating the **Safeguarding Adults- Risk Assessment/Plan** form.

Safeguarding Adults - S42(2) Enquiry

Sections


- 1. Guidance
- 2. Basic details of adult at risk
- 3. Details of concern
- 4. Consent, Mental Capacity, Advocacy, Views and information gathered
- 5. Risks and Safeguarding Plan
- 6. Manager's Decision
- 7. Safeguarding survey
- 8. Next actions

5. Risks and Safeguarding Plan *Indicates required field

Details of Safeguarding Plan

Please provide an assessment of the risks for all cases, outlining the potential impact and the protective measures taken, in order to support and evidence the decisions you make.

Risk Assessment and Safeguarding Plan*

Risk identified	Person's views	Impact	Protective factors	Action	By whom and date actioned/to be actioned	Plan for ongoing monitoring or review
						


Risk Assessment and Safeguarding Plan

Person's views*

Impact*

Protective factors*

Action*



- Select an option for the *Risk assessment outcomes - was a risk identified?*
- Depending on how you answer the risk assessment outcome question, further options will open which when selected, will change the risk assessment outcome box from 'incomplete':

Risk assessment outcomes - was a risk identified?*

Risk identified
 Enquiry ceased at individual's request
 Risk assessment inconclusive
 No risk identified

Was any action taken/planned to be taken?


Action taken
 No action taken

Guidance

Action: Action can include anything that has been done as a result of the safeguarding concern or enquiry. It includes things like disciplinary action for the source of risk, increased monitoring of the adult at risk, referral to a counsellor or a referral for a social care assessment. It can include action taken by the council itself or action taken by other organisations such as the police or a care home. Simply conducting an enquiry should not be classed as taking action

No Action Taken: This category should only be used where no safeguarding action has taken place at all during the case and no further action is planned.


SAC SG2c (statutory reporting)

Risk assessment outcomes 

- Select an option for whether *the initial Safeguarding actions have been effective in reducing the risks* (adding details in the text box provided).

Have the initial Safeguarding actions taken been effective in reducing the risks?

Yes No

Please give details* x 

- Under *Views of the adult at risk*, if you select ‘No’ or ‘Partially’ to whether *the adult at risk has agreed to the protective measures*, you will need to detail the areas of disagreement in the text box provided:

Views of adult at risk

Has the Adult at Risk agreed to the protective measures?


Yes No Partially

Areas of disagreement

- Next, select an option for whether the *adult at risk was satisfied with the safeguarding support received*, adding further details in the text box provided.


Was the adult at risk satisfied with the safeguarding support received from LB Camden?*

Yes No Other (please give details)

Further details* x 

- Detail your *Analysis of Findings*, in the text box provided.

Analysis of Findings


* x 

- If you answer ‘Yes’ for the social isolation question, provide details as to how the adult can be supported to reduce this social isolation, in the text box below:

Social isolation

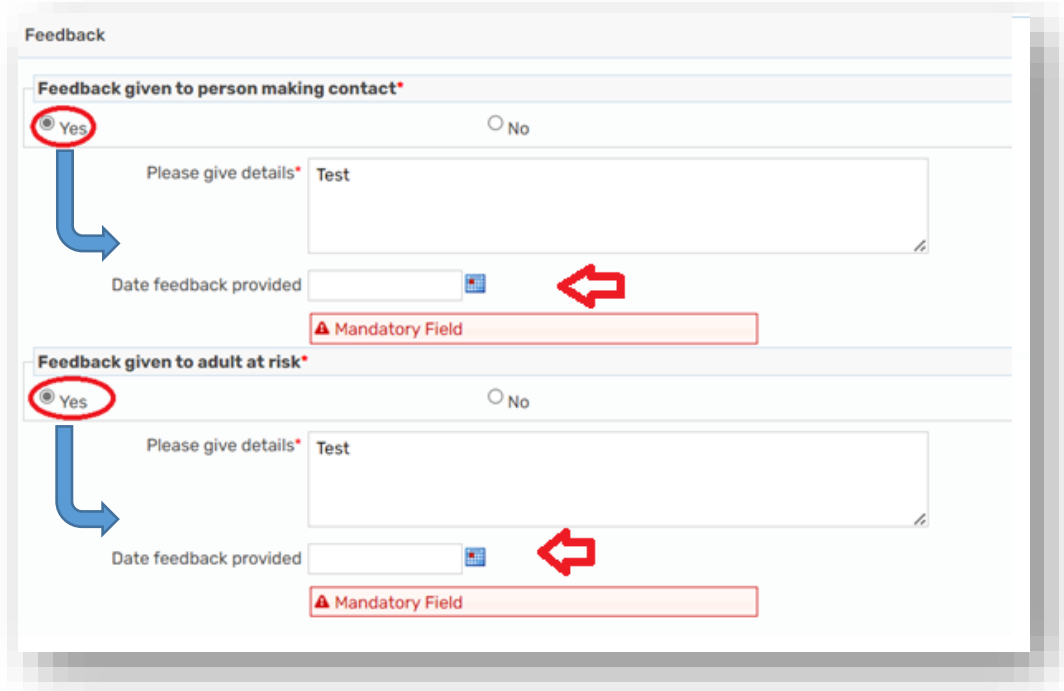
Is the person socially isolated?*

Yes No Inconclusive

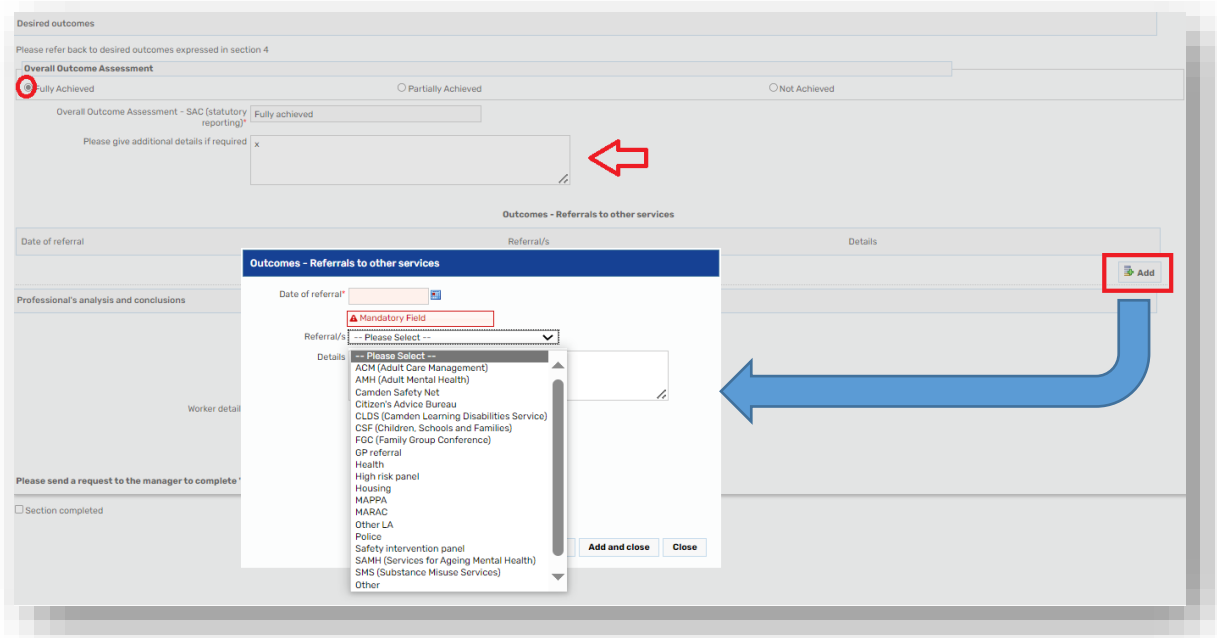
How are we trying to help reduce the social isolation? x 

- Complete the feedback section. Whether you select ‘Yes’ or ‘No’, further details need to be provided in the text boxes below.

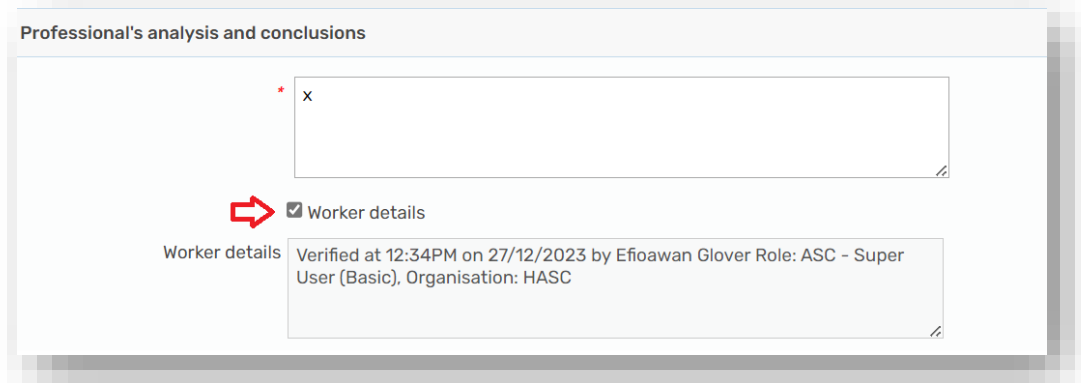
If you select ‘Yes’ for either question, you need to add the date that the feedback was provided:



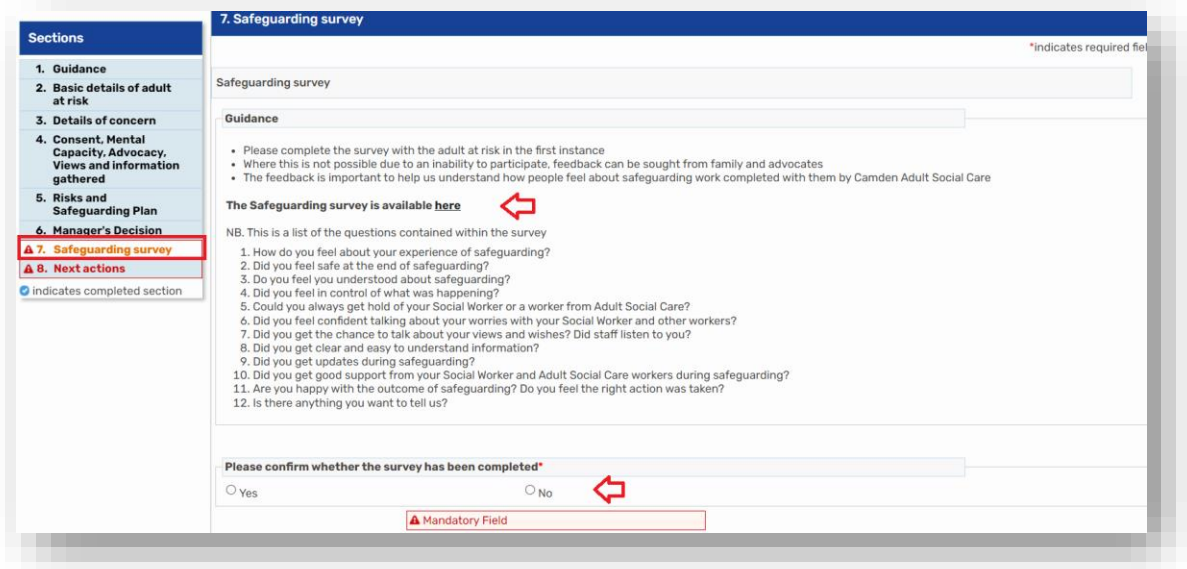
- Under Desired outcomes, select an *Overall Outcome Assessment* option and provide more details in the text box provided, if required.
- Use the ‘Outcomes- Referrals to other services’ table, by selecting ‘Add’, to record any referrals you have made as part of this S42(2) process:




Lastly, add your analysis and conclusions in the text box provided, and tick the 'Worker details' box to automatically add your name, team, date and time against it:

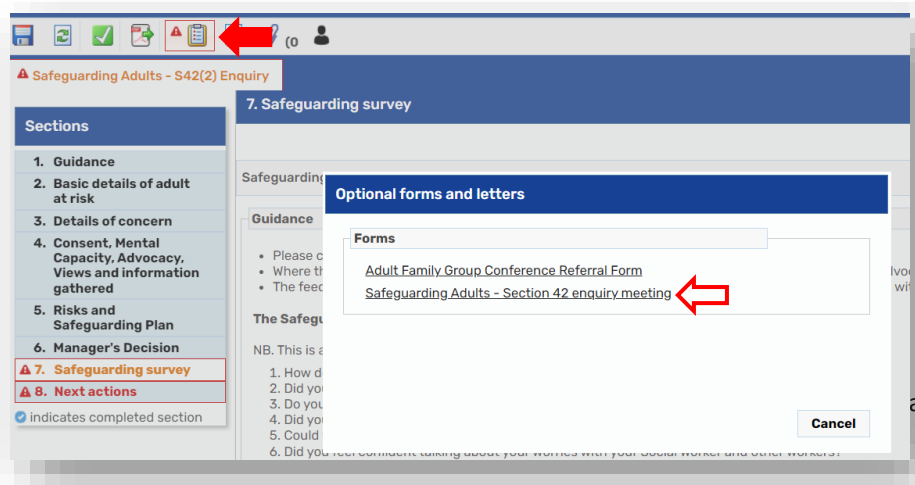


- At the end of the Safeguarding process, please remember to complete [Section 7. Safeguarding survey](#). The survey is available via the link pointed below, and you will need to confirm where this has been completed or not:

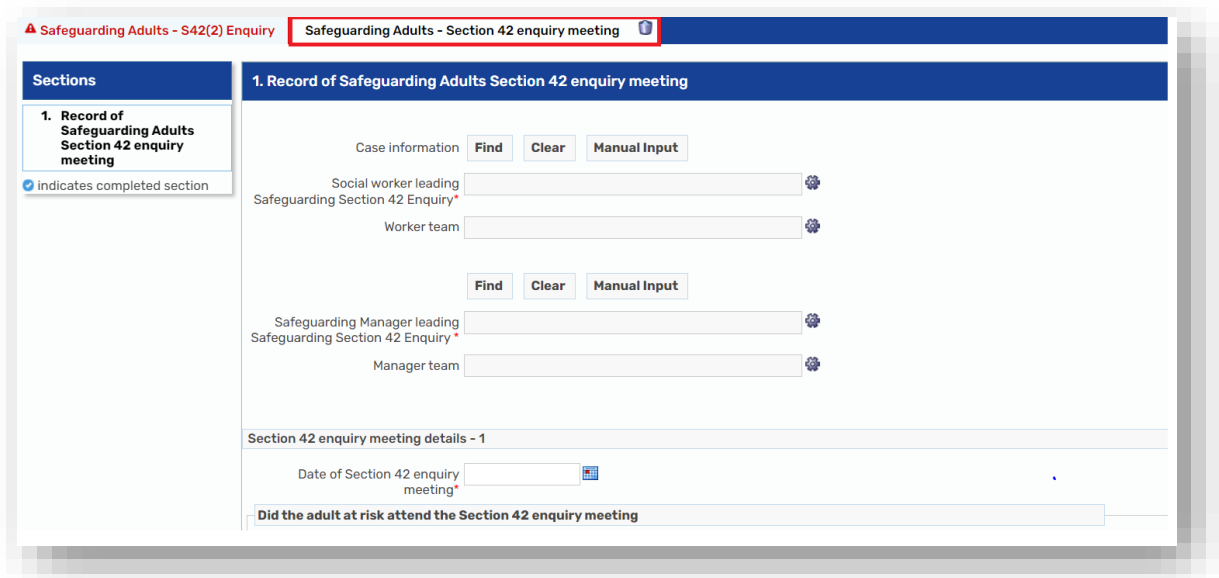


Recording Section 42 Enquiry Meetings

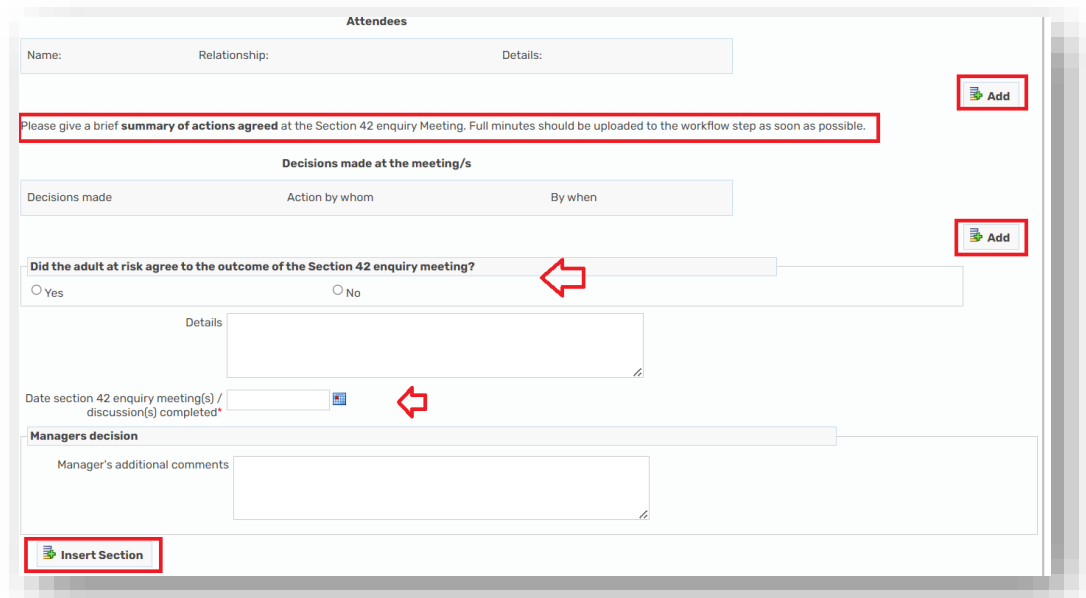
- To record details of the Section 42 Enquiry meetings you have held, go to the 'Forms and Letters' icon  in the toolbar, and select the **Safeguarding Adults- Section 42 enquiry meeting** form:



- This will open a new tab/ form in this workflow step, where you can record the main details of the enquiry meeting. Add your details, your manager’s details, the date of the Section 42 enquiry meeting, and whether the adult at risk attended:

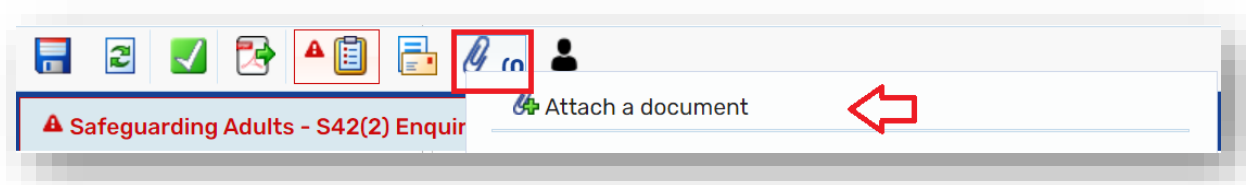


- Add the attendees and decisions made at the meeting using the tables provided (by selecting ‘Add’). Note the prompt, highlighting that the full minutes should be uploaded to this workflow step.
- Detail whether the adult at risk agreed to the outcome of the enquiry meeting, and add a date that this enquiry meeting/discussion was completed.
- Your manager is able to add additional comments in the text box provided.

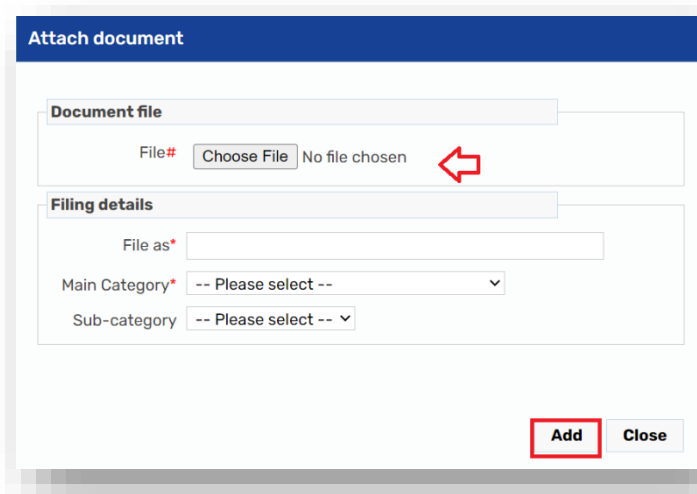


- If more than one Section 42 enquiry meeting occurs, you can use the ‘**Insert Section**’ option (highlighted above). It will add another section to this form, repeating the same questions, to enable you to record the second meeting, titled ‘Section 42 enquiry meeting details – 2’. You can use ‘Insert Section’ as many times as you need to, to record all enquiry meetings that take place.

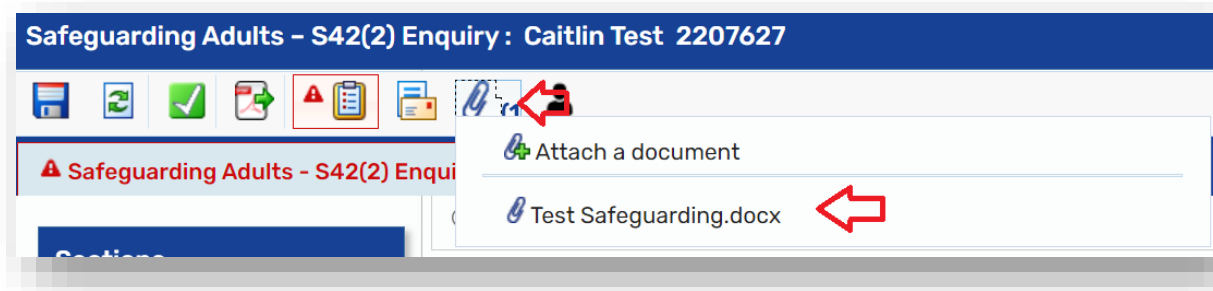
- For each Section 42 enquiry meeting, you will also have a set of minutes to record the full discussion in detail. You will need to upload these minutes, into this S42 (2) workflow step. Using the paperclip icon in the toolbar, select 'Attach a document'



Click 'Choose File' and find the document/minutes you need to upload from your OneDrive or desktop etc. Write a title for this document under 'File As', then choose a main category from the drop-down and a further sub-category. Then select 'Add'.




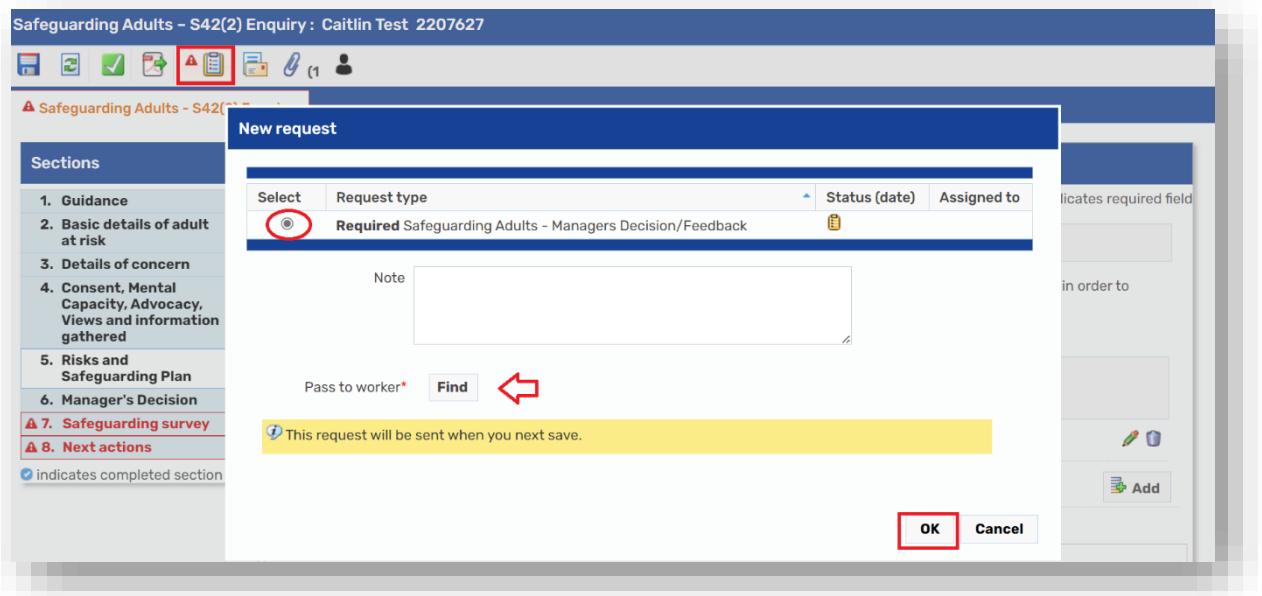
When a document has been attached, the paperclip icon will inform you how many documents have been saved (notice here the number '1'), and you are able to see it has been uploaded:



Any documents uploaded under this icon, will also be automatically saved under 'Documents' on the person's file.

Tasking the S42 (2) to your manager for authorisation

- Once you have completed sections 1-5 of the S42 (2) Enquiry form, including the Risk and Safeguarding Plan section and the Section 42 enquiry meeting form, and have uploaded all the minutes/ relevant documents; 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).
- 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 – S42(2) Enquiry : Caitlin Test 2207627

Sections

- Guidance
- Basic details of adult at risk
- Details of concern
- Consent, Mental Capacity, Advocacy, Views and information gathered
- Risks and Safeguarding Plan
- Manager's Decision
- Safeguarding survey**
- Next actions**

indicates completed section

New request

Select	Request type	Status (date)	Assigned to
<input checked="" type="radio"/>	Required Safeguarding Adults - Managers Decision/Feedback		

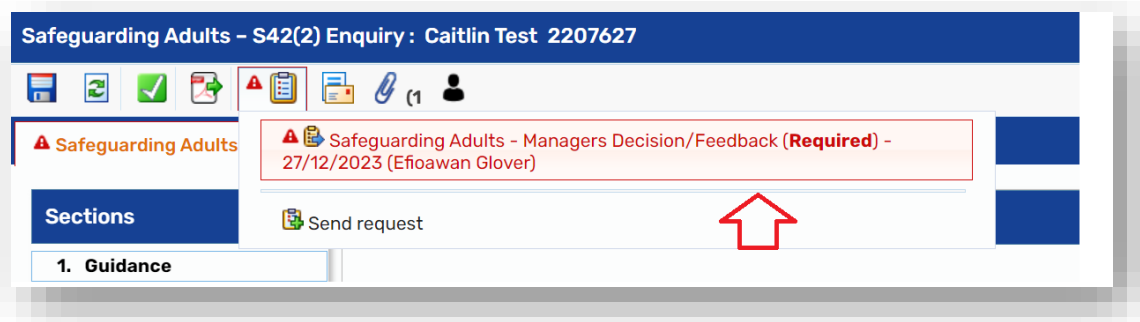
Note

Pass to worker* **Find**

This request will be sent when you next save.

OK Cancel

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



Safeguarding Adults – S42(2) Enquiry : Caitlin Test 2207627

Safeguarding Adults

Safeguarding Adults - Managers Decision/Feedback (**Required**) - 27/12/2023 (Efoawan Glover)

Sections

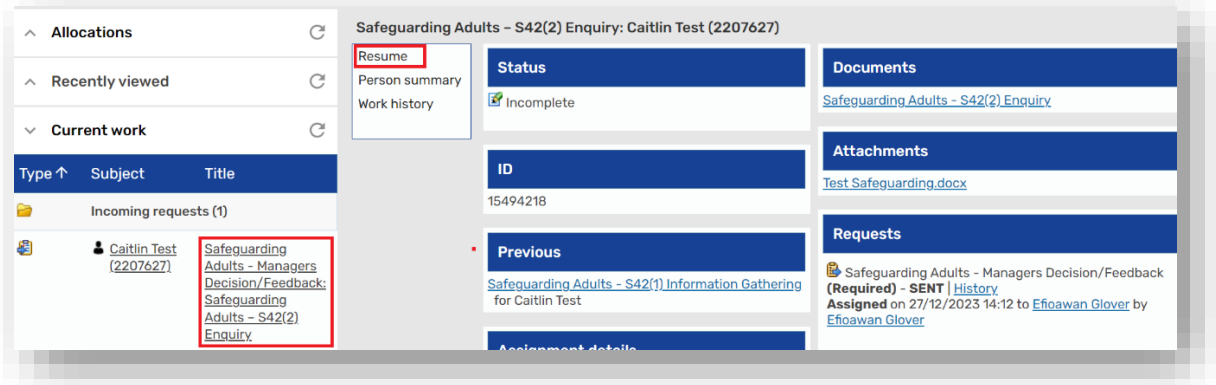
- Guidance**

Send request

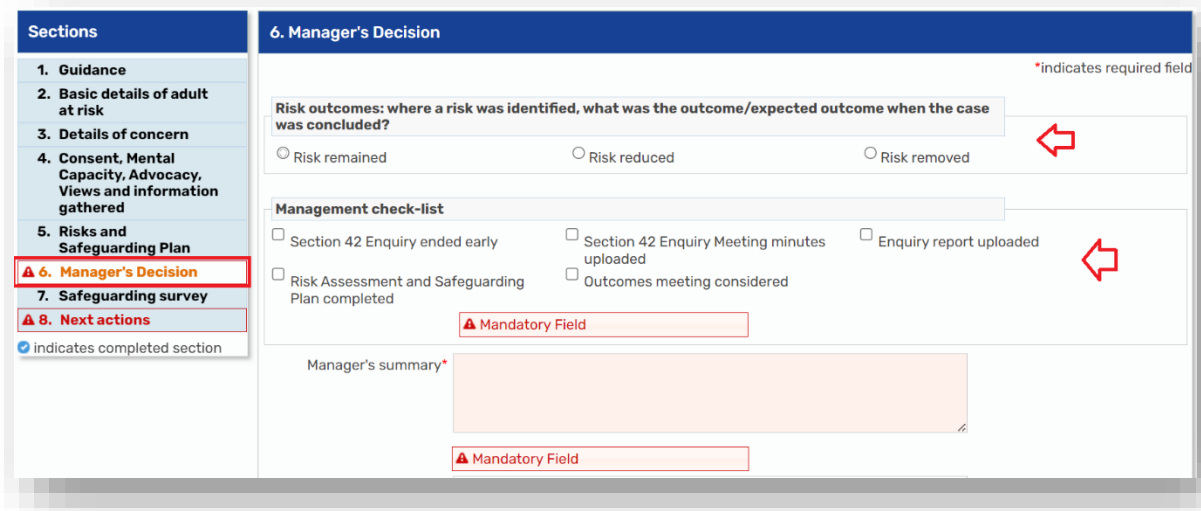
- Save and Close this workflow step  , and wait for this to be authorised.

Managers: Authorising the S42 (2)

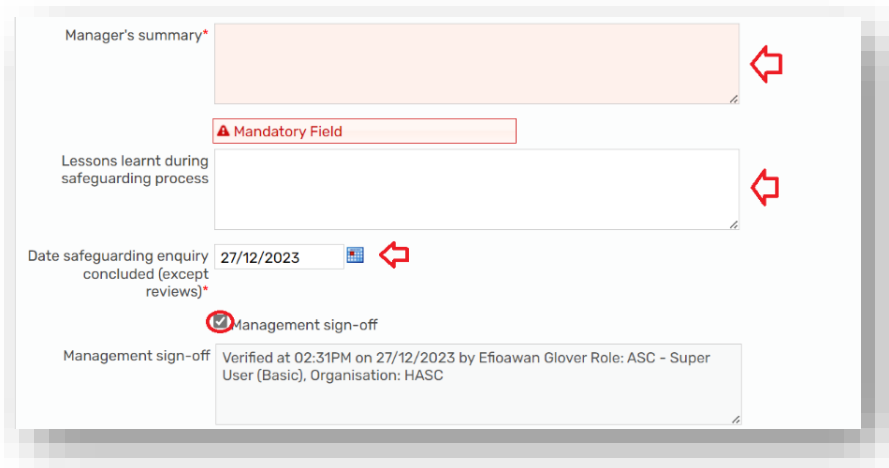
- You need to resume the S42 (2) workflow step completed by the practitioner, so you can read the recorded S42 (2) information, authorise, add comments and make a decision as to whether this will progress.
- In your Current Work folder, under **Incoming Requests**, you will find the request sent to you for authorisation. Click on the task on the Title column to open the summary page, and then select 'Resume':



- Once the S42 (2) workflow step is open, ensure the practitioner has read section 1 (tick box required at bottom of the page), and check/read sections 2-5 completed by the practitioner, of the S42 (2) form. Also, read any additional forms created in this step, and any documents uploaded.
- Select **Section 6. Manager's Decision**. Select a Risk outcomes option and complete the check list, to ensure the Safeguarding process has been completed correctly by the practitioner. Note if the *Section 42 Enquiry ended early* option is selected, a further text box will open for you to provide further detail:



- Add details to the 'Manager's Summary' text box, and 'Lessons learnt during safeguarding process' text box. Add a date the Safeguarding enquiry was completed, and then select the tick box 'Management sign-off' - which will automatically add your name, team, date and time against it:



Manager's summary*

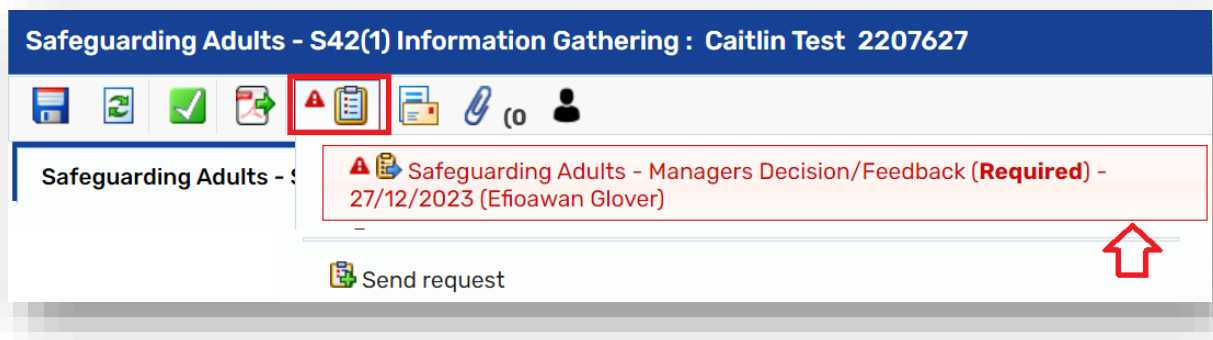
Lessons learnt during safeguarding process

Date safeguarding enquiry concluded (except reviews)* 27/12/2023

Management sign-off

Management sign-off Verified at 02:31PM on 27/12/2023 by Efoawan Glover Role: ASC - Super User (Basic), Organisation: HASC

- Lastly, select the 'Requests' icon in the toolbar, and click on the authorisation task which was assigned to you:



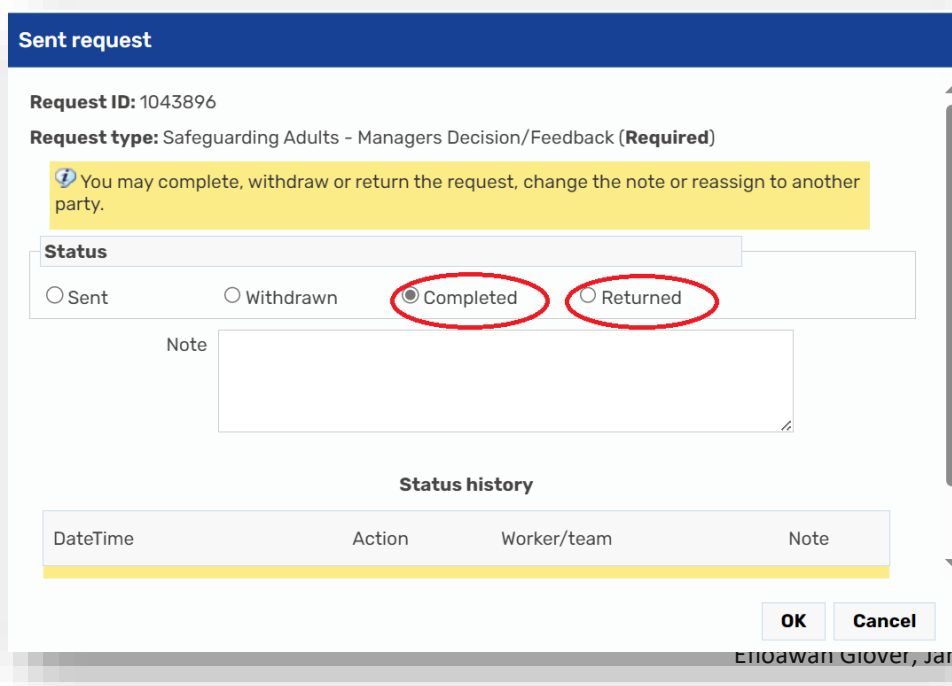
Safeguarding Adults - S42(1) Information Gathering : Caitlin Test 2207627

Safeguarding Adults - s

Safeguarding Adults - Managers Decision/Feedback (Required) - 27/12/2023 (Efoawan Glover)

Send request

- Select 'Completed' if you are authorising the S42 (2), or 'Returned' if further work is required by the practitioner, and click 'OK':



Sent request

Request ID: 1043896

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

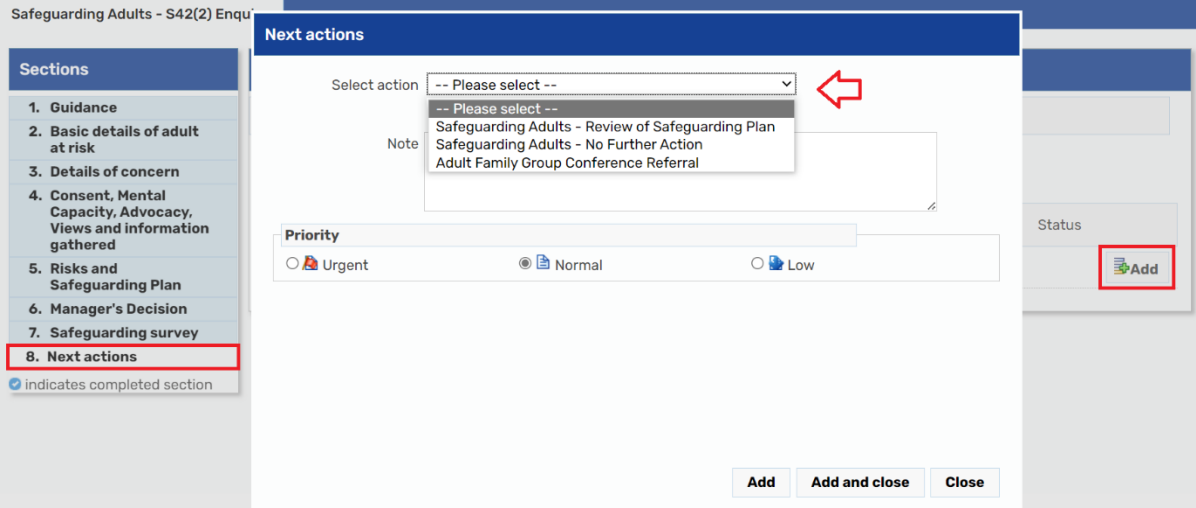
DateTime	Action	Worker/team	Note
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OK Cancel

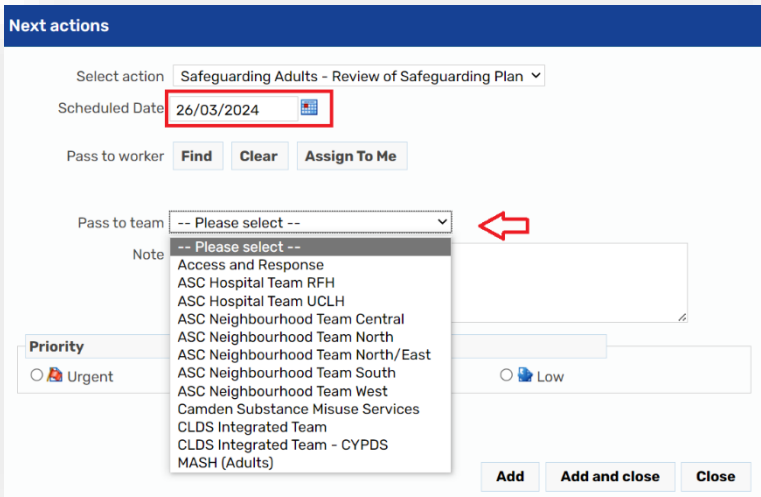
- Note, if you select 'Returned', the practitioner will need to send you another authorisation task once the further work has been completed, for this to be authorised again. The practitioner cannot finish this step, without this authorisation task being completed.
- Then Save and Close this workflow step (for the practitioner to resume for the next actions), using the  icon.

Selecting an Action, and finishing the S42 (2)

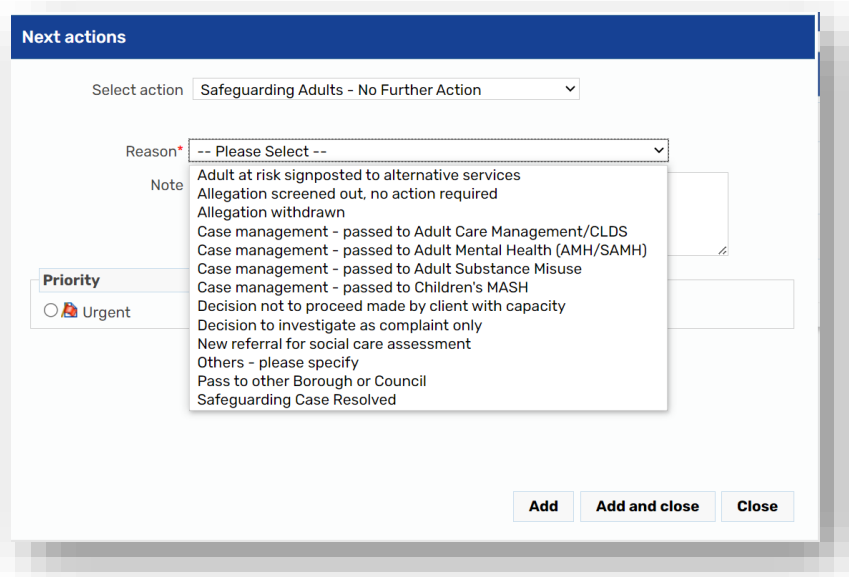
- Resume your S42 (2) workflow step.
- You will note that under [Section 6. Manager's Decision](#), your manager has added comments, and decided on how to progress. Your manager will have also authorised the task you sent via the 'Requests' icon.
- To finish this workflow step, you need to select an Action. Go to [Section 8. Next actions](#), select 'Add', and choose an outcome from the drop-down list:




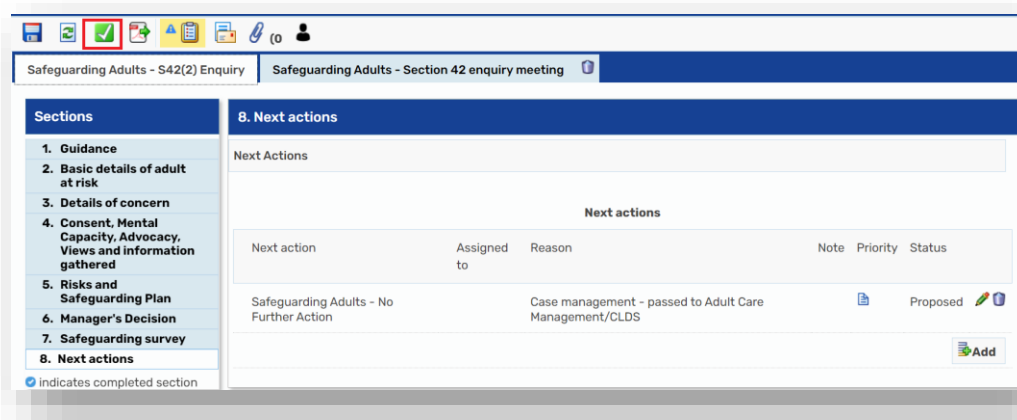
- Please note, the outcome of *Adult Family Group Conference Referral* is to be selected if you have referred to FGC (and completed the referral form in this step under forms and letters) during this Safeguarding process. It cannot be the only outcome of this step- either Review of Safeguarding Plan or No Further Action must be selected also.
- If you choose **Safeguarding Adults- Review of Safeguarding Plan** 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. Note, the scheduled date chooses 3 months' time as a default. You can amend this date if required:



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



- Once your action has been selected, you can FINISH this S42 (2) workflow step, via the green tick icon in the toolbar .



Next action	Assigned to	Reason	Note	Priority	Status
Safeguarding Adults - No Further Action		Case management - passed to Adult Care Management/CLDS		Proposed	

- If you have selected a next action of **Safeguarding Adults- Review of Safeguarding Plan**, then you will see this workflow step waiting under 'Current Work' on the person's main page:

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

<ul style="list-style-type: none"> Person details > Start > Case notes Documents Health > Legal status Registrations Alerts history 	<p>Demographic information</p> <p>Address Change</p> <p>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</p>	<p>Case status</p> <p>Open 8 Nov 2023</p>
		<p>Current work Workflow map History</p> <p> Safeguarding Adults - Review of Safeguarding Plan Assigned to: Efoawan Glover</p>