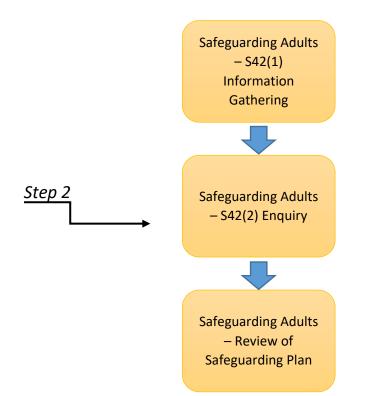


Safeguarding Adults- S42 (2) Enquiry

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:

∧ Allo	cations		G	Person sur	nma	ry - Caitlin Test (2:	207627) born 1 Nov 1954 (69 years old)		
∧ Recently viewed C		Person details > Demographic information			information	Case status			
√ Cur	rent work		G	Start Case notes	>	Address	Change	Open 8 Nov 2023	
Туре 个	Subject	Title		Documents		Main address	40 Argyle Square		
Incoming work (1)		Health	>		London WC1H BAL (View map)	Current work	Workflow map History		
È	Caitlin Test Safeguarding			Legal status			Authority: Camden Ward: King's Cross	Safeguarding Adults - S42(2) Enguiry	
	(2207627)	Adults - S42(2 Enquiry		Registrations			Cluster team(s): No teams serve this address	Assigned to: Efioawan Glover	
			_	Alerts history			Council tenant		
				File	>	Basic details	Change	Current communication needs	Add History
				management		Registered	Caitlin Test	No current communication needs recorded	
						Hume			

• 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.

• <u>Section 1. Guidance</u>, 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) En	quiry
Sections 1. Guidance 2. Basic details of adult at risk	 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 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 <u>ASC Practice guide</u> for guidance.)
3. Details of concern	Requesting Police support on visits:
4. Consent, Mental	The system available for welfare checks with the Police can be accessed via www.met.police.uk/partners and is for professionals only.
Capacity, Advocacy, Views and information gathered	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.
5. Risks and	The online form is monitored 24/7 by the central control rooms and they would need the following information:
Safeguarding Plan 6. Manager's Decision	 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
7. Safeguarding survey	Personal and physical details of the person
8. Next actions	Why police assistance is needed Details of any disabilities or mental health issues
indicates completed section	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' 2.
- Note, any of the mandatory basic details required here should be already completed, as they were required at the S42 (1) Initial Enquiry stage:

Sections	2. Basic details of adult at risk				
1. Guidance					*indicates required field
2. Basic details of adult at risk	Basic details				
3. Details of concern	NB. These details are pre-populated	from and updated in t	e main record		
 Consent, Mental Capacity, Advocacy, Views and information gathered 	Name Date of birth*	Caitlin Test	8	a	
5. Risks and Safeguarding Plan	Age				
6. Manager's Decision	Gender	Female	4		
7. Safeguarding survey				ase use the 'Person Details form', available within this workfl	and share the record fourther information
8. Next actions	as required on gender identity or set		missing below, piec	ise use the Person Details form, available within this working	Swistep, to record runner information
indicates completed section	Gender identity Sexual orientation				
	Ethnicity*	Mixed		Ø 🏟	
	Subethnicity	Any Other Mixed Back	ground	*	
	First language	English	*		
			-		

• 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.

Commun	ication needs	
	Sub-category	
	Does use hearing aid	\Diamond
	~	
	* <u>/</u>	
nal Care (65 plus)		
	Commun	Does use hearing aid



• 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).

perger's				
Health	Conditions			Add
	Condition/s Please Select			
	Please Select			
	None known			
rson Name Rel	Arthritis Asperger's			Main carer?
	Autism			
	Cancer Cardiac condition			🔑 Find
	COPD / Respiratory condition			
	Dementia (incl Alzheimers)			
and an extension	Depression/anxiety Diabetes			
volved parties	Epilepsy			
	Head injury (incl Aquired brain injury)			Add
	Hearing impairment HIV/Aids			Br Add
	Learning disability			
ection completed	Motor Neurone Disease			
	Parkinson's disease Severe mental illness			
		•		
		Add Add and close	Close	
		Add Add and close	CIUSE	

• There are two additional tables in this workflow step under Basic details, for adding *Houshold 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:

			Household members or	significant parties		
Person Name	Relationship	Address	Telephone Number (All)	E-mail Address	Main relationship?	Main carer?
						🔑 Find
			Involved pa	nrties		
Involved parties				Details		
						Add

- <u>Section 3. Details of concern.</u> 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:

Sections	3. Details of concern	
1. Guidance		*indicates required fiel
2. Basic details of adult at risk	Details of concern	
3. Details of concern		
 Consent, Mental Capacity, Advocacy, Views and information gathered 	Details of concern [*] Test test	
5. Risks and Safeguarding Plan	6	
6. Manager's Decision	Date concern received* 01/08/2023	
7. Safeguarding survey	Date Section 42 Enquiry started* 27/12/2023 📓 🌺 🗲	
8. Next actions		
indicates completed section	Are there any children or other vulnerable adults involved	
	[™] ○ _{Yes} ● _{No} <	

• 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:

(Yes	○ _{No}	○ Not known	
If yes, has this allegation been raised with	the police?		
Ves	O No		
\sim	○ NO		
If yes, give details			
Date police contacted			
Who notified the police?			
		ĥ	
Name and contact details of			
police contact			
		6	
Crime ref number (if known)			
Police response			
Police response			
		1	

• 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:

Is this a crime or potential crime?			
• Yes	○ _{No}	○ Not known	
If yes, has this allegation been rais	ed with the police?		
⊖ _{Yes}			
If no, please give 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.

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:

establish a base for crimi	/here people take over the home of a vulnerable person and use the p hal activities, such as drug dealing. It can form part of many types of a other forms of exploitation and crime such as mate crime, county line ng / home invasion?*	abuse, including financial, psychological and physical,
⊖ _{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 aw at risk?	are of any similar conce	rns being raised before or a previo	us safeguarding concern relating to the adu
* Yes		⊖ _{No}	
	Please give details		
			1.

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

Location of alleged abuse			
Location alleged abuse took place*	Please Select 🗸	Ĵ	
Find	Please Select Care home - Nursing Care home - Residential Hospital - Acute Hospital - Community	•	L
Organisation concerns	Hospital - Mental Health Own home		
Is this concern about quality of s	Other persons home Service within the community	prov	
Oyes	Sheltered accommodation Public place		
Find	Supported Living Any other setting not defined above Not known		oawar



• 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:

ation of alleged abuse	Location of alleged abuse
ation alleged abuse took place* Own home	Location alleged abuse took place* Care home - Residential Find Find Clear Manual Input
Find Find Clear Manual Input	Organisation name
	Address
	Rephone numbers

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

Yes			○ _{No}		
Yes					
Find	Find	Clear	Manual Input		
Organisation name				4	
Organisation address					
					1. 🏶
Telephone numbers					
					1e 🎆
Relationship					

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

Quality concerns	10
Quality Alerts/Concerns	×.
Practitioners have a duty to report any safeguarding and quality concerns to commissioning providers via the QualityAssurance2@camden.gov.uk	
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	
	-82



• 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:

Agency or relation to adult*	Self Ref	erral		~	Ţ	
Find contact	Find	Clear	Manual Input			
Person or Worker Name			@			
Organisation Name			()			
ID			*			
Address						
						1: 🏶
Telephone Number (All)						
						. 8
E-mail Address						(1
Additional contact details						
the person willing to be conta	cted fur	ther?				11
Yes			⊖ _{No}	\sim		

• 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.

'es		No No	
	If not, why?		
	~~		
			1.

- 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).



las person alleged to have cause	ed harm known to the adult at risk*	
) Yes) N /A - Self neglect	⊖ _{No}	OUnknown
hat is their relationship with the adult at risk*	Please Select	\sim
ease specify other relationship if not in list. Please DO NOT enter specific name of person		
Professional relationship	Please Select 🗸	
lease specify other professional relationship if not in list.		
oes person alleged to have caus	ed harm live with the adult at risk?	
Yes	○ _{No}	
re they known to Camden Adult	Social Care in any capacity?	
Yes	⊖ _{No}	
If yes, in what capacity?		
) Male Unknown	○ Female	○ Prefers to self-describe

- 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):

Yes		O Not established
Not possible to determine		
no, how was the lack of capacity determined		~
If no or not established, what is		
eing arranged to assess or assist		
the person without capacity		
		li
person alleged to have caused harm la Yes	acks capacity, are they being supported by O _{NO}	y an advocate, family member or friend
f yes, give details and if no, what action is being taken		
		le le
Insert Section		
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:

$^{\bigcirc}$ Share information only	Neither	
		_
sent?		
○ Public interest	$^{\bigcirc}$ Risk of serious harm	
	sent?	sent?

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

oes the adult at risk have mental capac	ity to make a decision regarding the safeg	juarding concern?	-
) Yes	(NO)	O Not established	
f 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			

 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):

the adu	lt at risk has capaci	ty, do they require support from an independ	ent advocate, family member or friend?
• Yes		ONO	
	If yes, give details	x	<u>⁄</u>



• 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:

Sections	Views of adult at risk	
1. Guidance		
 Basic details of adult at risk 	Views previously expressed Test Test	
3. Details of concern		
 Consent, Mental Capacity, Advocacy, Views and information gathered 	Views of adult at risk*	1
5. Risks and Safeguarding Plan		

- 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.

Yes they were asked and outcomes expressed No, client deceased		s they were asked but no outcomes re expressed	Yes they were asked but they di to proceed with the safeguardir	
_		Desired outcomes 🕉		
Desired outcome/s	Desired outcomes			
	Desired outcome/s* Outcomes area*	Please Select 🗸	¢	Add
Igency contacted \$		Please Select Advice and signposting Change of circumstances Enhanced family / personal relationships Improved health and wellbeing Increased autonomy Personal safety and security		ions
Section completed		Public interests Support to be heard		

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

hey want to happen as a result of the safegua	rding enquiry)?*	
) Yes they were asked and outcomes were expressed) No, client deceased	 Yes they were asked but no outcomes were expressed No 	 Yes they were asked but they did not wish to proceed with the safeguarding process
If no, please give reasons		



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

Agency contacted				
	Summary of contact	Date of contact	Permission to share	Limitations
				Add 🗟

 In <u>Section 5. Risks and Safeguarding Plan</u>, 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.

ections	5. Risks and Safeguarding Plan				
1. Guidance				*indicates	required fiel
 Basic details of adult at risk 	Details of Safeguarding Plan				
3. Details of concern					
 Consent, Mental Capacity, Advocacy, Views and information 	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 make.				ons you
gathered	-	Risk Assess	ment and Safeguarding Plan*		
5. Risks and Safeguarding Plan	Risk identified Person's views Im	pact Protective factors Action	By whom and date actioned/to be acti	ioned Plan for ongoing monitoring or review	w
6. Manager's Decision					
7. Safeguarding survey					Add 🕏
Next actions					
	Risk Assessment an	d Safeguarding Plan			
				/ 3 A	
				<i>1</i> , <i>y</i>	
	Person's views*				
				1. D	
	Impact*				
				/ 3	
	Protective factors*				
				/. 3	
	Action*				
				-	
				· · · · · · · · · · · · · · · · · · ·	
			Add Add and close	e Close	

- 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 ris	k identified?*	
Risk identified Enquiry ceased at individual's request	$^{\bigcirc}$ Risk assessment inconclusive	igodoldoldoldoldoldoldoldoldoldoldoldoldol
Was any action taken/planned to be ta	aken?	
Oction taken	$^{\bigcirc}$ No action taken	
Guidance Action: Action can include anything tha	t has been done as a result of the safeguarding concern or e	nquiry. It includes things like disciplinary action for the source of risk,
Action: Action can include anything that increased monitoring of the adult at risk other organisations such as the police o		ent. It can include action taken by the council itself or action taken b assed as taking action
Action: Action can include anything that increased monitoring of the adult at risk other organisations such as the police o	, referral to a counsellor or a referral for a social care assess r a care home. Simply conducting an enquiry should not be o	ent. It can include action taken by the council itself or action taken b assed as taking action



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

Yes	⊖ _{No}	
Please give de	stails* 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:

ews of adult at risk		
las the Adult at Risk ag	reed to the protective measures?	
⊖ Yes Areas of disag	reement	Partially

• 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 w	ith the safeguarding support received f	from LB Camden?*
• Yes	⊖ _{No}	$^{\bigcirc}$ Other (please give details)
Further details* x		
-		

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

Analysis of Findings			
	* x	1	\$
		 	_

• 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:

Is the person socially isolat	ed?*	
• Yes	⊖ _{No}	O 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:

ack grout to person make	g contact*	
	○ _{No}	
Please give details*	Test	
Date feedback provided	• 🗢	
	A Mandatory Field	
ack given to adult at risk		
>	○ _{No}	
Please give details*	Test	
Date feedback provided	. 🗢	h

- 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:

ease refer back to desired outcomes expressed in secti	on 4			
Overall Outcome Assessment				
Fully Achieved	O Partially Achieved		O Not Achieved	
Overall Outcome Assessment - SAC (statutory reporting)*	Fully achieved			
Please give additional details if required	x			
	Out	comes - Referrals to other services		
Date of referral	Ref	'erral/s	Details	
	Outcomes - Referrals to other services			🗟 Add
ofessional's analysis and conclusions	Date of referral*			
Worker detail ease send a request to the manager to complete ' Section completed	A Mendatory Field Foreid Foreid Fore	Add and close Close		



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:

	x	
		1.
	Worker details	
Worker details	Verified at 12:34PM on 27/12/2023 by Efioawan Glover Role: ASC - Super User (Basic), Organisation: HASC	

At the end of the Safeguarding process, please remember to complete <u>Section 7.</u>
 <u>Safeguarding survey</u>. The survey is available via the link pointed below, and you will need to confirm where this has been completed or not:

Sections	*indicates r	equired fiel
1. Guidance		
2. Basic details of adult at risk	Safeguarding survey	
3. Details of concern	Guidance	
 Consent, Mental Capacity, Advocacy, Views and information gathered 	 Please complete the survey with the adult at risk in the first instance Where this is not possible due to an inability to participate, feedback can be sought from family and advocates The feedback is important to help us understand how people feel about safeguarding work completed with them by Camden Adult Social Care 	
5. Risks and Safeguarding Plan	The Safeguarding survey is available here	
6. Manager's Decision	NB. This is a list of the questions contained within the survey	
3.7. Safeguarding survey 8. Next actions indicates completed section	I. How do you feel about your experience of safeguarding? Did you feel safe at the end of safeguarding? Joi dy ou inderstood about safeguarding? Joi dy ou refel incontrol of what was happening? Scould you always get hold of your Social Worker or a worker from Adult Social Care? Scould you always get hold of your Social Worker or a worker from Adult Social Care? Joi dy ou get celera and taking about your works with your Social Worker and other workers? Joi dy ou get celera and easy to understand information? Joi dy ou get celera and easy to understand information? Joi dy ou get celera and seasy to understand information? Joi dy ou get get of upport from your Social Worker and Adult Social Care workers? Joi dy ou get get of an apport from your Social Worker and Adult Social Care workers? Joi dy ou get get of an apport from your Social Worker and Adult Social Care workers? Joi dy ou get get of an apport from your Social Worker and Adult Social Care workers? Joi dy ou get get of an upport from your Social Worker and Adult Social Care workers? Joi dy ou get get of an apport from your Social Worker and Adult Social Care workers during safeguarding? Joi dy ou get god support from your Social Worker and Adult Social Care workers during safeguarding? Jo Did you get get get and the social Worker and Adult Social Care workers during safeguarding? Jo Joi dy ou get god support from your Social Worker and Adult Social Care workers during safeguarding? Jo Did you get god support from your Social Worker and Adult Social Care workers during safeguarding? Jo Did you get god support from your Social Worker and Adult Social Care workers during safeguarding? Jo Did you get god support from your social Worker and Adult Social Care workers during safeguarding? Jo Joi dy ou get god support from your social Worker and Adult Social Care workers during safeguarding? Jo Did you get god support from your social Worker and Adult Social Worker an	
	Please confirm whether the survey has been completed*	
	Mandatory Field	

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:

A Safeguarding Adults - S42(2)	Enquiry 7. Safeguard	ing survey	
Sections			
1. Guidance	1		
 Basic details of adult at risk 	Safeguardin	Optional forms and letters	
3. Details of concern	Guidance		
4. Consent, Mental Capacity, Advocacy, Views and information gathered	 Please c Where the The feed 	Forms Adult Family Group Conference Referral Form Safequarding Adults - Section 42 enguiry meeting	lvo(wi ^r
5. Risks and Safeguarding Plan	The Safegu		
6. Manager's Decision	NB. This is a		
A 7. Safeguarding survey	1. How d		
A 8. Next actions	2. Did yo		2024 12
o indicates completed section	3. Do you 4. Did you 5. Could	Concel	ary 2024, v3



• 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:

Sections	1. Record of Safeguarding Adu	Its Section 42 enquiry meeting	
1. Record of Safeguarding Adults Section 42 enquiry meeting	Case information	Find Clear Manual Input	
indicates completed section	Social worker leading Safeguarding Section 42 Enquiry*		@
	Worker team		*
		Find Clear Manual Input	
	Safeguarding Manager leading Safeguarding Section 42 Enquiry *		\$
	Manager team		\$
	Section 42 enquiry meeting details	- 1	
	Date of Section 42 enquiry meeting*		
	Did the adult at risk attend the S	ection 42 enquiry meeting	

- 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.

	Attendees		
Name: Relatio	nship:	Details:	
lease give a brief summary of actions	agreed at the Section 42 enquiry Me	eting. Full minutes should be uploaded to the workflow	r step as soon as possible.
-	Decisions made at the mee	ting/s	
Decisions made	Action by whom	By when	
Did the adult at risk agree to the out	anno of the Section 42 enquinum	anting?	
O Yes	O No		
Details		-	
Dotailo			
		6	
Date section 42 enquiry meeting(s) / discussion(s) completed*	· 🗘 ·		
Managers decision			
Manager's additional comments			
		1	

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'

A Safeguarding Adults - S42(2) Enquir	

	Attach 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'.	Document file File# Choose File No file chosen Filing details File as* Main Category* Please select Sub-category Please select Sub-category Please select Add Close

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:

Safeguarding Adults – S42(2) Enquiry	y: Caitlin Test 2207627
🗟 🖸 🄁 🔁	•
A Safeguarding Adults - S42(2) Enqui	Attach a document
Continue	

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 4 🗄 .
- 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'.

afeguarding Adults – S42(2) Enquiry : Caitlin Test 2207627	
a 2 🚺 🏞 🔺	🔁 🖉 (1 👗	
A Safeguarding Adults - S42(New request	
Sections		
1. Guidance	Select Request type Status (date) Assigned to	licates required field
2. Basic details of adult at risk	Required Safeguarding Adults - Managers Decision/Feedback	
3. Details of concern	Note	
4. Consent, Mental Capacity, Advocacy, Views and information gathered	NOTE	in order to
5. Risks and Safeguarding Plan	Pass to worker* Find	
6. Manager's Decision	Pass to worker Find	
A 7. Safeguarding survey	🏈 This request will be sent when you next save.	/ 0
A 8. Next actions		
indicates completed section		Add
	OK Cancel	

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



5

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':

Allo	cations	C		lults – S42(2) Enquiry: Caitlin Test (2207627)	
^ Rec	ently viewed	C	Resume Person summary	Status	Documents
			Work history	Incomplete	Safeguarding Adults - S42(2) Enquiry
∨ Cur	rent work	G			Attachments
Туре ↑	Subject	Title		ID	Test Safeguarding.docx
2	Incoming reque	ests (1)		15494218	
2	<u>Caitlin Test</u> (2207627)	Safeguarding Adults - Managers Decision/Feedback: Safeguarding Adults - S42(2) Enguiry		Previous <u>Safeguarding Adults - S42(1) Information Gathering</u> for Caitlin Test Acciencement details	Requests Safeguarding Adults - Managers Decision/Feedback (Required) - SENT History Assigned on 27/12/2023 14:12 to Eficawan Glover by Eficawan Glover

- 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 <u>Section 6. Manager's Decision</u>. 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:

1. Guidance				*indicates required field
2. Basic details of adult at risk		tified, what was the outcome/expected ou	tcome when the case	
3. Details of concern	was concluded?			<u>~</u>
4. Consent, Mental Capacity, Advocacy, Views and information	© Risk remained	[○] Risk reduced	$^{ m O}$ Risk removed	V -
gathered	Management check-list			
5. Risks and Safeguarding Plan	□ Section 42 Enquiry ended early	Section 42 Enquiry Meeting minutes uploaded	Enquiry report uploade	d 🖊
6. Manager's Decision	□ Risk Assessment and Safeguarding	Outcomes meeting considered		V -
7. Safeguarding survey	Plan completed			
8. Next actions	A Mandato	ry Field		
indicates completed section	Manager's summary*			
	A Mandatory	Field	li li	



• 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*		⇔
]	A Mandatory Field	
Lessons learnt during safeguarding process		\
Date safeguarding enquiry concluded (except reviews)*		
C C	Management sign-off	
Management sign-off	Verified at 02:31PM on 27/12/2023 by Efioawan Glover Role: ASC - Super User (Basic), Organisation: HASC	
		1.

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

Safeguarding Adults - S	S42(1) Information Gathering : Caitlin Test 2207627
🗟 🖸 🛃	• 🗐 🛃 🖉 (o 🕹
Safeguarding Adults - S	A B Safeguarding Adults - Managers Decision/Feedback (Required) - 27/12/2023 (Efioawan Glover)
	B 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: Safegu	uarding Adults - M	lanagers Decis	sion/Feedback (Requir e	ed)	
You may comple party.	te, withdraw or re	eturn the requ	est, change the note or	reassign to another	
Status					
○Sent	$^{\bigcirc}$ Withdrawn	Comple	ted O Returned	\mathbf{b}	
Note				á	
		Status his	story		
DateTime	Ad	ction	Worker/team	Note	
				OK Cancel Elloawan Glover, Ja	• muary 2024.



- 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 xi icon.

Selecting an Action, and finishing the S42 (2)

- Resume your S42 (2) workflow step.
- You will note that under <u>Section 6. Manager's Decision</u>, 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 <u>Section 8. Next actions</u>, select 'Add', and choose an outcome from the drop-down list:

Safeguarding Adults - S42(2) Enqu					1
	Next actions				
Sections	Select action	Please select	~ ~		
1. Guidance		Please select			
2. Basic details of adult at risk	Note	Safeguarding Adults - Review of Safe Safeguarding Adults - No Further Ac	tion		
3. Details of concern		Adult Family Group Conference Refe	rrai		
4. Consent, Mental Capacity, Advocacy,				1.	Status
Views and information gathered	Priority				Status
5. Risks and Safeguarding Plan	O 🤷 Urgent	Normal	O 🏖 Low		BPP€
6. Manager's Decision					
7. Safeguarding survey					
8. Next actions					
 indicates completed section 					
			Add Add and close	Close	

- 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:

ext actions					
Select action	Safeguarding Adults - Review of Safeguar	rding Plan 🖌			
Scheduled Date	26/03/2024				
Pass to worker	Find Clear Assign To Me				
Pass to team	Please select 🗸				
Note	Please select Access and Response	-			
	ASC Hospital Team RFH ASC Hospital Team UCLH				
	ASC Neighbourhood Team Central			1.	
Priority	ASC Neighbourhood Team North ASC Neighbourhood Team North/East				
🔿 🕭 Urgent	ASC Neighbourhood Team South	0 Ъ L	ow		
	ASC Neighbourhood Team West Camden Substance Misuse Services				
	CLDS Integrated Team CLDS Integrated Team - CYPDS				⁻ , January 2024, v3
	MASH (Adults)				, , ,
		Add	Add and close	Close	



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

	Safeguarding Adults - No Further Action
Reason*	Please Select V
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)
ority	Case management - passed to Adult Substance Misuse Case management - passed to Children's MASH
Urgent	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 Safeguarding Case Resolved

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

feguarding Adults - S42(2) E	inquiry Safeguarding Adults - Sec	tion 42 enquiry I	meeting 🛈					
Sections	8. Next actions							
1. Guidance	Next Actions							
 Basic details of adult at risk 								
3. Details of concern								
4. Consent, Mental		Next actions						
Capacity, Advocacy, Views and information gathered	Next action	Assigned to	Reason	Note	Priority	Status		
5. Risks and								
Safeguarding Plan 6. Manager's Decision	Safeguarding Adults - No Further Action		Case management - passed to Adult Care Management/CLDS	E		Proposed 🥖	Ø U	
7. Safeguarding survey			handgement, ezbe					
8. Next actions							Add	

• 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 (22	2 07627) born 1 Nov 1954 (69 y	rears old)			
Person details >	Demographic	information	Case status			
Start >						
Case notes	Address	<u>Change</u>	Open 8 Nov 2023			
Documents	Main address	40 Argyle Square				
Health >		London WC1H 8AL <u>(View map)</u>	Current work	Workflow map History		
Legal status		Authority: Camden Ward: King's Cross	💼 🖹 💄 Safeguard	<u>ling Adults - Review of</u>		
Registrations		Cluster team(s): No teams serve this address	Safeguard Assigned t	ling <u>Plan</u> to: Efioawan Glover		
Alerts history		Council tenant	, isoigiisu (