

Portsmouth Safeguarding Adults Board



One Minute Guide

Making a Safeguarding Referral to Portsmouth Adult MASH

When should I make a safeguarding referral to Portsmouth Adult MASH?

You should make a safeguarding referral if you are concerned that an adult with care and support needs is experiencing, or is at risk of, abuse or neglect. This may include self-neglect. Anyone can make a referral but you should discuss your concerns with your manager first if possible. If the person is in immediate danger, or a crime is being committed, call 999.

What are the three statutory criteria for safeguarding adults?

The local authority must take further action (a 'section 42 enquiry') when they have reasonable cause to suspect that an adult:

- a) has needs for care and support (whether or not the authority is meeting any of those needs),
- b) is experiencing, or is at risk of, abuse or neglect, and
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The MASH will look at the referrals they receive to see if they meet these criteria, and use them to decide whether there is a legal duty to safeguard the person. It is therefore helpful to explain in your referral how the adult at risk meets these criteria.

For example, you could explain briefly:

- what are the adult's care and support needs? (see the [One Minute Guide to Care and Support Needs](#))
- what kind of abuse or neglect are you concerned about? (for example physical abuse, financial abuse, medications error, domestic abuse including coercive control, sexual abuse etc)
- why they are unable to protect themselves from the abuse or neglect

If your concern doesn't meet the criteria, you should consider whether there is other action that you can take to keep the adult safe. This could include using the Multi-Agency Risk Management Framework, referring the person for assessment, or signposting to sources of help and advice.

Do I need the consent of the adult at risk to make a referral?

Provided it is safe to do so, you should always talk to the adult at risk about your concerns before making a safeguarding referral. Involving the adult in decisions about them, and taking their views and wishes into account, are a key part of 'making safeguarding personal' (see the [One Minute Guide to Making Safeguarding Personal](#)).

If you do not have the adult's consent, the MASH may not be able to take any action in response to your referral.

However, there are some situations where you should make a referral even if you are unable to get the adult's consent. For example:

- If there is a risk to other people (including children or other adults at risk).
- If a crime has been committed, or action is needed to prevent a crime being committed.
- If seeking their consent would put them at further risk.
- The adult lacks mental capacity to understand the risks to them, and it is in their best interests to take action.
- If you believe the person is refusing support because they are being influenced or coerced by someone else.
- There has been abuse or neglect by a person in a position of trust, such as a carer or health professional.

If you have made a decision to report your concerns to MASH you should still explain to the adult why you have made this decision and what action you are going to take.

If the person does not give consent to make a referral to MASH it does not mean you should 'walk away'. You should still consider what other actions can be taken to reduce the risk that you have identified. For example, could they be supported to access independent advocacy to help them with the safeguarding process?

It is important that all practitioners take a Family Approach to safeguarding. For more information, see the [Family Approach protocol](#). If you are concerned about a child you may also need to consider [making a referral to the Children's MASH](#).

How should I make a referral? How should I complete the referral form?

You should download the [Concern form](#) and email the completed form to PortsmouthAdultMASH@secure.portsmouthcc.gov.uk.

Please complete the form electronically rather than handwritten. This means it is easy to read.

Details of the Adult at Risk			
Name		NHS Number (if known)	
Date of Birth		Contact Number	

Try to fill in as many of the basic details as possible. This will save the MASH time in identifying and contacting the adult at risk.

Date of Birth		Contact
Ethnicity	Choose an item. ▼	Gender
Address	Choose an item. White Mixed/Multiple Black African/Caribbean/Black British Asian/Asian British Other Ethnic Group Don't Know	Consent is refer adult at given cor ate why

Some parts of the form use drop down boxes. Click in the box where it says 'Choose an item' and you see a drop down list of options. These drop down boxes are used for statutory data that MASH has to collect in a format which is prescribed on a national basis. Please select the option that most closely matches the circumstances.

Consent given to make this referral?	YES / NO
If adult at risk has not given consent please state why not	

As explained above, try to get consent from the adult at risk if possible. If you cannot get consent, please explain why.

Section 42 Enquiry Threshold (<i>Care Act 2014</i>)	
a) Does this person have care and support needs?	YES / NO
b) Is this person experiencing, or at risk of experiencing abuse or neglect	YES / NO
c) As a result of their care and support needs, is this person unable to protect themselves?	YES / NO

Please indicate YES or NO for each of the three section 42 criteria. If you have answered 'NO' to one or more of these, you may need to consider whether a safeguarding referral is the most appropriate action to take in this case.

Brief Summary of the Concerns Raised

This section is the most important part and should briefly outline your specific concerns. Some tips on what to include here are:

- What are the specific facts? Who was involved? What have you seen, heard, or been told? Who witnessed the incident?
- Record in as much detail as possible what happened. When you use names, please be clear about the role of the person you are referring to.
- How long has the abuse or neglect been going on? Is it ongoing?

- How serious is the injury or harm sustained? What was the impact on the adult at risk?
- What actions have you already taken and what measures are in place to reduce risks or prevent the abuse or neglect from happening again? For example speaking to other staff or a health professional, offering advice, making a referral, updating care plans?
- Have you spoken to the adult at risk or their advocate if they have one? What do they want to happen? What is their view? How do they feel about the situation? Do they feel safe?

Additional Required Information <i>(please select the most appropriate answer)</i>			
Primary Support Reason	Choose an item.	Type of Risk	Choose an item.
Location of Risk	Choose an item.	Type of Risk 2 (optional)	Choose an item.
Autism/Asperger's	Choose an item.	Source of Risk	Choose an item.

The MASH is required to collect certain information including the location, type and source of the risk to contribute to national statistics on safeguarding. It also helps MASH understand what the nature of the concern is. Please choose the most relevant option using the drop down box.

About the Person Reporting the Concern			

Finally, please complete your details including your contact details so that MASH can easily contact you if they need more information.

What happens next?

The team managers in the MASH will look at the concerns to ensure that the most urgent concerns are dealt with first and that they go to the most appropriate person. They may need to gather more information about the concern by looking at records or speaking to adult at risk or other agencies which are involved. They may also get in touch with you for more information.

If the concern meets the criteria for a s42 enquiry the MASH may ask the adult's keyworker, or another agency to lead on further work to keep the adult safe. They may ask you to take some actions as part of these enquiries. They may decide the s42 duty is not met, in which case they may provide some advice about other ways of supporting the adult.

The MASH team will always record the reasons for their decision and will usually give you some feedback on the outcome of your referral. The extent of the feedback you get will depend on various things, for example confidentiality issues or the risk of compromising an investigation.

Where can I get more information?

Download the Concern form <http://www.portsmouthsab.uk/reporting-concerns/>

Access the Multi-agency safeguarding policy, Multi-agency risk management framework and Family Approach Protocol <http://www.portsmouthsab.uk/procedures/>

Animated video explaining the safeguarding process <https://youtu.be/ToOu2wlkHsw>

Contact Adult Safeguarding on 023 9268 0810 or email PortsmouthAdultMASH@portsmouthcc.gov.uk. Contact the PSAB on 023 9243 7889 or email PSAB@portsmouthcc.gov.uk