

Audit Tool: Evaluation of the Safeguarding Adults Process in Individual Cases

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This audit tool has been developed to enable professionals in all agencies or services to evaluate the effectiveness of the Safeguarding Adults process and outcomes for service users, carers and professionals.

It can be used to evaluate the effectiveness of the safeguarding process in individual cases, which in turn, can help Safeguarding Managers to evaluate their own skills and abilities within this process and identify, where necessary, any development needs. Individual agencies or services may want to use the tool in this way, as well as at service level, to evaluate or monitor agency performance in Safeguarding Adults cases.

When the audit is completed a copy should be forwarded to the Safeguarding Adults Team, as the information is useful for on-going Safeguarding Adults monitoring and quality assurance.

Name of person alleging abuse or at risk of abuse	
Date of Alert	
Name of Safeguarding Manager addressing the Alert	
Name of person completing this Form, if different to above	
Address and telephone number of person completing this Form	

Safeguarding Adults Process

	Yes	No	N/A
1 Alert			
A – Was the Alert raised at the right time?			
B – Was there a timely response to the Alert?			
C – Was the safety of the adult addressed?			
D – Were any problems encountered during this part of the process?			
<p>If problems were encountered, please explain here:</p> <p>Other:</p>			

	Yes	No	N/A
2 Decision			
A – Was a line manager accessible?			
B – Was a more senior manager accessible in line manager's absence?			
C – Did lack of access to a line manager or more senior manager affect the ability to make a decision within time constraints?			
D – Were any problems encountered during this part of the process?			
<p>If problems were encountered, please explain here:</p> <p>Other:</p>			

	Yes	No	N/A
5 Assessment / Investigation			
A - Did this commence as soon as possible after the Strategy Discussion meeting?			
B - Did all relevant agencies maintain involvement?			
C - Did any subsequent safeguarding meeting take place?			
D - Was any Safeguarding Plan put into place?			
E - Were any problems encountered during this part of the process?			
If problems were encountered, please explain here:			
Other:			

	Yes	No	N/A
6 Review			
A - Was there more than one Review held?			
B - Did the safeguarding process remain open because the adult remained at risk?			
C - Did the safeguarding process remain open because of lengthy criminal proceedings?			
D - Were any problems encountered during this part of the process?			
If problems were encountered, please explain here:			
Other:			

	Yes	No	N/A
7 Multi-Agency Involvement			
A – Was the input from each relevant agency appropriate?			
B – Did a representative from each agency attend a safeguarding meeting when requested?			
C – Were representatives at the appropriate level?			
D – Did the matter necessitate the involvement of the Police?			
E – Was the response from the Police appropriate?			
<p>If problems were encountered, please explain here:</p> <p>Other:</p>			

	Yes	No	N/A
8 Alleged Victim's and Carer's satisfaction			
A – Was the alleged victim or adult at risk satisfied with the safeguarding process?			
B – Was the alleged victim satisfied with the outcome?			
C – Was the carer satisfied with the safeguarding process?			
D – Was the carer satisfied with the outcome?			
<p>If problems were encountered, please explain here:</p> <p>Other:</p>			

9 Significant Issues

A – List any strengths and/or weaknesses noted throughout the process:

B – From the above can you identify any areas of practice to be referred to the Safeguarding Adults Reflective Practice Sub-Group for wider consideration?

C – List any training needs highlighted through the process:

Please attach additional sheets if necessary.

