

GUIDANCE FOR STAFF

WHAT IS AN ADULT PROTECTION ALERT?

Alert refers to a concern, disclosure or suspicion that a vulnerable adult is being abused

A concern may be a suspicion or allegation of abuse.

A disclosure is information about possible abuse received from a vulnerable adult or someone else on their behalf.

Alerts should be referred to either

Manchester City Council Adult Social Care Contact Centre

Tel: 0161 255 8250

or if a crime is suspected, to the police

1. WHAT TO DO

a. Make sure the person is safe – this may mean calling emergency services if the person is in danger or requires medical treatment

b. Inform your line manager or someone more senior if the allegation is about your line manager

c. Record all immediate actions taken as soon as practicable.

d. Preserve any evidence i.e. do not destroy or disturb any articles that could be used as evidence

2. HOW TO RESPOND

a. If someone discloses abuse to you, respond sensitively and pass the information straight away to your line manager, unless you think they may be implicated in the abuse.

b. If you are concerned about the response your manager might make or you think they are implicated, contact social services or the police directly.

c. If you witness or suspect abuse by another member of staff/manager/professional, **you have a duty to report your concerns.**

This is irrespective of the person's status, job title, pay grade, profession or authority over others.

Report your concerns to a senior manager in your agency. Under the whistleblowing procedures for your agency, workers using this procedure should receive support/protection from their employer

d. If you are concerned that a vulnerable adult may have abused another vulnerable adult, these Adult Protection Policies and Procedures still apply. The intention or responsibility or mental capacity of the service user is not the issue – the abusive behaviour is. **You have a duty to report it.**

In every case of alleged abuse you must make a referral within 24 hours. The referral must be confirmed in writing to Adult Social Care within one working day of the referral being made.