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**Notification of a Case for Consideration**

**Complete in as much detail as possible and send securely to:**

Lynne Mason, Business Manager for the Board at [Lynne.Mason@reading.gov.uk](mailto:Lynne.Mason@reading.gov.uk) Tel. 07718 120601

Send a copy securely to the appropriate Safeguarding Adults Team

Please ensure that the notification has gone through the appropriate governance process within your organisations.

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| **Report completed by name and contact details:** |  |
| **Date report completed:** |  |
| **Report Audience:** | Safeguarding Adult Board (SAB) for consideration for action under the West of Berkshire Safeguarding Adults Board Guidance for Multi-Agency Safeguarding Adults Reviews of Serious Cases |
| **Purpose of report:** |  |
| **Person’s Full Name** |  |
| **Person’s Date of Birth** |  |
| **Person’s Last Known Address** |  |
| **Person’s Date of Death (if applicable)** |  |
| **Person’s Contact details (if applicable)** |  |
| **NoK Full Name** |  |
| **NoK Contact details** |  |
| **NoK Telephone Number** |  |
| **NoK Email Address** |  |

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| **Are there any safeguarding concerns for children or other adults from this case that need to be actioned and / or shared with Local Authority adult or children safeguarding teams?** *If so, confirm what action has been taken* | |
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| **Has a S42 enquiry been completed?** *If yes please provide the outcome of this enquiry and if no please explain why not.* | |
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| **Section 1 – Summary of case** | |
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| **Section 2 – Information received and documents reviewed** | |
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| **Section 3 – Evaluation of information received and documents reviewed** | |
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| **Section 4 – Conclusions** | |
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| **Signed by:** |  |
| **Dated:** |  |