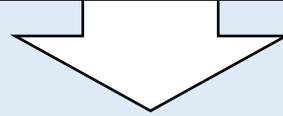


Remember to use the **S.A.F.E.G.U.A.R.D Acronym** when completing a safeguarding referral



State

Why are you completing the referral? Make sure you complete the referral fully and ensure handwriting is legible. Always gain consent, or include a rationale where this is not possible.

Explain

What was the reason for your attendance/ the call? Make sure you include the outcome and what your involvement was.



Address

Where was the patient when you left scene/ booked clear? External agencies require this information to begin their own enquires.

At immediate risk?

Don't rely on someone else. A referral is required even if the patient has been removed from scene, or the police have been contacted. Record the police reference number on the referral

Give

All relevant information and use a continuation sheet if necessary. Include details of any perpetrators who have caused harm or neglect. Be sure to state the patient's desired outcome from external agency involvement.

Record

Clearly state whether the referral is Safeguarding or Welfare so information reaches the relevant team within Social Services.



Fire risk?

Complete this section fully so the Fire and Rescue Service know what action is required.



Understand

Social services or other agencies do not receive a copy of the SCAS ePR/PCR. All relevant information must be recorded on the safeguarding referral form.

Discharge

Is the patient safe to be discharged home? Important if you are conveying out of hours as Social Services may not be able to intervene before the patient is discharged. Also record your concerns on ePR/ PCR.