

**Southampton City Council (SCC) Adult Safeguarding Concern –
Information from Workers Form**



When do I use this form? This form is to be used:

- i) if workers in an agency have information about an adult safeguarding concern that needs to be recorded, and /or
- ii) for workers to alert managers of concerns.

Agencies can decide how they wish to use the form, but referring agencies must ensure that if staff members have information about safeguarding concerns this is recorded by the worker first hand.

This form can be added to the Southampton City Council (SCC) Adult Safeguarding Concern Referral Form when a referral is made.

Your name:	
Your role:	
Your employer:	

Name of the adult:	
Date and time of disclosure/incident:	

Please state where the incident/disclosure took place:

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Please give a brief factual account of your concern:

Please describe what action you took in response to the disclosure/incident:

Please give details of anyone else who witnessed the disclosure/incident

Does the adult with care and support needs know you will be passing your concern on to your manager?

Yes No

Please give this Concern/Referral Form to your manager. Please remember that you may have to disclose information you have been given, but confidentiality will be respected as far as possible.