**SG5 Enquiry Report Template – For Partner Agencies to complete**

*Guidance (1.1) = Completion guidance and section reference to [West](https://www.coventry.gov.uk/downloads/file/31335/west_midlands_adult_safeguarding_policy_and_procedures%22%20%5Ct%20%22_blank)* [Midlands Adult Safeguarding Policy & Procedures](https://www.coventry.gov.uk/downloads/file/31335/west_midlands_adult_safeguarding_policy_and_procedures%22%20%5Ct%20%22_blank)

Guidance (10.5.7): This template should be completed by a partner agency in order to provide a written report for the safeguarding adult enquiry. Reports can be provided verbally or in another format with the agreement of the Lead Enquiry Officer and/or chair.

The [SG5 Enquiry Report Template](https://www.coventry.gov.uk/downloads/file/36590/sg5_enquiry_report_template_and_guidance_-_for_partner_agencies_to_complete) can be launched in Care Director by the Lead Enquiry Officer and pre-populated (helpful if multiple agencies are being requested to complete reports). The SG5 then needs to be sent as a word template to the partner agency to complete.

The completed report is added to Care Director either as an attachment on the client record or information can be copied and pasted into the launched SG5 form.

The [SG5b (Covering Letter)](https://www.coventry.gov.uk/downloads/file/36591/sg5b_covering_letter_template_for_requesting_enquiry_report) should always be used along with SG5 (Enquiry Report) and can include [SG5c (Chronology)](https://www.coventry.gov.uk/downloads/file/36592/sg5c_safeguarding_adult_chronology_template_and_guidance) if required. The SG5b & SG5c can be added to Care Director as an attachment on the client record.

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| **Adult with care and support needs** |
| Forename |  | Surname |  | CareDirector ID |  |
| Gender |  | Religion / Faith |  | Date of Birth |  |
| Date of death (if applicable) |  | Ethnic Origin |  |
| Permanent address | Guidance: Information in this section may be pre-populated from the information held on the Adult Social Care systems. If this is incorrect, please notify the Lead Enquiry Officer. |

**Confidentiality Statement**

This report has been produced in accordance with the West Midlands Adult Safeguarding Policies and Procedures to promote the safety and welfare of an adult with care and support needs. Information exchanged is confidential to the members of the pertaining safeguarding enquiry and the agencies that they represent.  The following principles will be followed:

* Information will only be shared on a ‘need to know basis’ when it is in the best interests of the service user.
* Informed consent to share information should be obtained from the adult with care and support needs but if this is not possible, or a serious crime has been committed and/or other adult/s with care and support needs may be similarly at risk, it may be necessary to over-ride the requirement.
* It is inappropriate for agencies to give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations when other adults with care and support needs may be similarly at risk.
* Reports will be distributed on the strict understanding that they will be kept confidential and in a secure place.
* Reports may be released for Coroner's, judicial or police purposes, for the conduct of Safeguarding Adult Reviews, for cases where workers are being considered for barring by the Disclosure and Barring Service, or where other adults or children are at risk.

Members of this safeguarding enquiry and the agencies they represent should seek the advice of the report author if they wish to share the record with others.

**Part 1 – Enquiry Report Details**

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| **Organisation undertaking the enquiry** |
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| **Report Author, Job Title & Contact Details** |
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| **Date report submitted to Lead Enquiry Officer and/or Chair** |
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**Part 2 – Details of Concern/Abuse**

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| **Brief outline of concern including abuse types** |
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| Guidance: A brief summary. This will be provided on the covering letter template and will include how and when did the concern come to light? What happened? Where did the alleged harm take place?  How severe is the alleged harm/potential harm? What impact has it had on the Adult?  Are there any injuries? Is the harm likely to continue/recur? Details of any injuries. |

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| **Date of Concern** Guidance: This will be provided on the covering letter template. Is normally the date that the concerns are received by Adult Social Care and so starting the safeguarding procedures. |
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| **Location of Abuse** |
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| Guidance: This will be provided on the covering letter template. Include names of organisations. |

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| **Name of Alleged source of risk and relationship with adult** |
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| Guidance: This will be provided on the covering letter template. Include names of organisations. |

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**Part 3 – Details of Enquiry**

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| **Background information**Brief description of the adult including their care and support needs, strengths and protective factors. A brief history of your organisation's relationship with the Adult, timescales of that involvement and details of any support provided. Any other issues you consider relevant to the enquiry. |
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| **Details of immediate actions and safeguards taken to protect Adult (and other Adults with care and support needs, or children, if applicable) whilst this enquiry is underway**Include rationale for actions (or non-actions). Ensure that if any other service users/residents are identified as being harmed or at risk of being harmed a report is made to Adult Social Care. |
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| **Adults wishes, feelings and views about what they want to happen**

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| *What is the adult worried about? What does the adult want to do to see resolution? What does the adult think is working well, what would they like to see continue? What support is available to the adult? Can family, friends or neighbours offer support? What other protective factor are there?* |
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| Guidance (10.5.4): Also include how have you involved them to contribute to this enquiry; how your organisation can support the adult to achieve their desired wishes and outcomes. |

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| **Where the Adult lacks capacity to understand and participate in the enquiry how have they or their representative been supported to make a contribution?** |
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| Guidance (10.5.5): Include the person’s advocates name and role/relationship and evidence that it has been considered an appropriate representative, e.g they must not be implicated in the safeguarding enquiry and must be able to facilitate the adults’ involvement. |

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| **Enquiry methodology**Include methodology, sources and detail of evidence obtained: e.g Interviews and witness statements; include dates and times, who was involved and role, limitations or areas not looked into. |
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| Guidance: This should detail how the enquiry was conducted, but not the details of any of the findings (see Report Author Findings). Include where there were limitations or areas not looked into and the reasons for this. This section could also be cross referenced with Part 4 Supporting Information listing. Information gathered from other professionals can be included but clearly referenced. |

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| **Report Authors Findings**Give detailed descriptions. On the balance of probabilities is there evidence to support the conclusion that harm/abuse occurred? It is helpful to address each of the concerns/incidents raised individually and provide the evidence which supports and/or refutes each allegation |
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| Allegation/abuse type 1Description of abuse/harmFacts & findingsInformation gathered to support allegationReference to documentsAllegation/abuse type 2+ (if required)Description of abuse/harmFacts & findingsInformation gathered to support allegationReference to documentsGuidance: This is the details of the findings. Record each allegation separately using the headings given, especially important where there has been a number of issues raised. Differentiate clearly between fact and opinion.Include:* what and where information has been gathered from;
* any significant gaps in information or anomalies;
* the impact on the adult and their desired wishes;
* outcome of any actions taken;
* summarise and provide professional judgement and recommendations. Differentiate clearly between fact and opinion.
* Use the knowledge, information and observations gathered to evidence your conclusions.
* Information gathered from other professionals

The Description of abuse/harm heading can include more than 1 type of abuse/harm if they are interlinked.  Does not have to be a detailed description of the abuse/harm if this is already in Brief outline of concern in Part 2 (Details of Concern/Abuse) |

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|  | **Conclusion Summary and Outcome(s) from enquiry** |
| A) Have the Adults identified wishes been taken into account | Guidance: This is in relation to the wishes identified in Part 3 |
| B) Have they been met, partially met or not met (specifying reasons) |  |
| C) Any recommendations, actions and learning points for your organisation | Guidance: Use the knowledge, information and observations gathered to evidence your conclusions and provide professional judgement and recommendations. Differentiate clearly between fact and opinion.  |

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**Part 4 – Supporting Information**

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| Supporting Information Title | Appendix/reference number in report |
| Guidance: List here all documentation referred to in Part 3. |  |
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*Launched 01/10/21*