**SG5b Covering letter template for requesting Safeguarding Adult Enquiry Report (SG5)**

Completion Guidance: To be used in conjunction with the [SG5 Enquiry Report template](https://www.coventry.gov.uk/downloads/file/36590/sg5_enquiry_report_template_and_guidance_-_for_partner_agencies_to_complete) and completed by the Enquiry Officer when requesting a partner to make a safeguarding enquiry, as part of the Section 42 Care Act 2014 safeguarding adults enquiry into abuse/harm/neglect of an adult with care and support needs.

[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)](https://www.coventry.gov.uk/downloads/file/36590/sg5_enquiry_report_template_and_guidance_-_for_partner_agencies_to_complete) and can include [SG5c (Chronology)](https://www.coventry.gov.uk/downloads/file/36592/sg5c_safeguarding_adult_chronology_template_and_guidance) if required.

Enquiry Officers should have already spoken with the partner to agree the SG5 Enquiry Reports completion and scope of the enquiry. SG5b letter should not be the first contact.

Text in red requires information to be inserted.

Letter needs to be sent on Council headed paper or copied and pasted onto an email.

Also see: 10.5.7 of the [West Midlands Adult Safeguarding Multi-agency Policy and Procedures](https://www.coventry.gov.uk/downloads/file/31335/west_midlands_adult_safeguarding_policy_and_procedures)

**[DATE]**

Dear **[eg Manager of Provider/Organisation]**

**RE: Request for Section 42 Enquiry**

A safeguarding adult concern has been received alleging that the adult named below was subject to abuse as defined in Section 42 of the Care Act 2014 and statutory guidance. The details of the concern are outlined below:-

|  |  |
| --- | --- |
| Adults Full Name  (ASC ID Number) |  |
| Adults Date of Birth |  |
| Date concern was reported | Guidance: Is normally the date that the concerns are received by Adult Social Care and so starting the safeguarding procedures.  This is the ‘Date concern received’ on the SG1. |
| Details of concern (including category of abuse) | Guidance: A brief summary. 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.  Can use recording on SG1 or SG2. |
| Location of alleged harm/abuse | Guidance: Include names of organisations.  Can use recording on SG1. |
| Name of person alleged to have caused the harm/abuse & relationship to adult with care and support needs (e.g. care worker/family member etc.) | Guidance: Include names of organisations.  Can use recording on SG1. |

Under Section 42 of the Care Act 2014 the Local Authority must make enquiries, **or cause another agency to do so**, whenever abuse or neglect are suspected to enable it to decide what (if any) action is needed to help and protect the adult.

We are requesting that your organisation undertakes an enquiry under Section 42 of the Care Act 2014 to establish whether harm occurred, and to ensure appropriate measures are implemented to minimise the risk of reoccurrence.

A template **[and chronology template]** for your report is attached.Please ensure that relevant supporting documentation as described in your report are included as appendices. This could include daily records, care/support plans, risk assessments, accident/incident forms.

Please submit the completed report and supporting documentation to me by **[DATE]**. If you are unable to meet this timescale you MUST contact me, as Lead Enquiry Officer, as soon as possible with your reasons.

Your enquiry report may be one of several reports/documents requested. Upon receipt of all information the Lead Enquiry Officer will analyse and evaluate all information relevant to the enquiry. A discussion will then take place and we will explain what will happen next, including any required actions.

Should you have any queries in the meantime, please do not hesitate to contact me directly.

**Yours sincerely**

**[Name Lead Enquiry Officer]**

**Social Worker & Lead Enquiry Officer**

**[Team]**

**[Contact details Email & Phone]**

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