



**Safeguarding
is everybody's
business**

East Riding Safeguarding Adults Board

S42 Enquiry timescales – minimum standards

The timescales below set out the minimum standards of all partner agencies undertaking a S42 enquiry on behalf of the local authority.

WHAT	WHEN	WHO	TO WHOM
Concern from	To be completed within 1-2 days of the concern being realised if the adult meets the S42 Care Act 2014 3-stage test.	Anyone can raise a concern – professional, volunteer, public.	Concern forms are sent to the local authority Safeguarding adults team Safeguardingadultsteam@eastriding.gcsx.gov.uk www.ersab.org.uk
Initial safety check of the adult at risk	Day one	The person realising the concern or another person such as GP, police, social worker	The actions taken to protect the victim will be recorded on the AIS system held at the local authority.
Screening by Duty Officer	Upon receipt of the concern form.	Duty Officer in the local authority	The Duty Officer will make contact with the person who has sent in the concern form, or an alternative name that has been provided on the concern form.
Decision making	On day two (or as soon as practicably possible) a decision will be made about	Safeguarding decision making in the local authority in consultation with	The decision maker will discuss the concern with other partner agencies if this is necessary e.g NHS, Police.

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	what needs to happen next ie type of enquiry, who etc	other partner agency as necessary.	
Allocation to investigation officer	By day 5 (maximum) – aim for earlier	Decision maker in the local authority	Decision maker will send all information including the decision record to the identified investigating officer.
Undertaking the enquiry and completing the outcome report	The enquiry should aim to be completed within 4 weeks of receipt of the concern form. Alternatively an update on progress should be sent within this timescale.	Lead investigator	The lead investigator will send the final report to the local authority safeguarding adults team (or a progress update). The lead agency will also produce a redacted version which may be used for the adults at risk, the alleged perpetrator or others requesting a copy.
Sign-off of the outcome report	At the end of the 4 week period (or as agreed if this is different)	The local authority will either agree with the report and sign it off or challenge the agency who produced the report and may request further clarity.	Whoever is responsible for producing the report will send it to the local authority SAT Manager for sign-off – this may be delegated to a more appropriate person such as an Area Manager.
Safeguarding outcome (meeting or discussion)	The aim should be to have the outcome shared with all concerned	The final outcome(s) is decided by the lead investigator	The lead investigator will advise the local authority of the final outcome. If the local authority led the enquiry they will inform any other agencies involved of the outcome.

WHAT	WHEN	WHO	TO WHOM
	<p>within 8 weeks of the concern.</p>		<p>A discussion or meeting will be held to decide who is the most appropriate person to discuss the outcome with the adult at risk and the alleged perpetrator if appropriate. This should be the person who has established the best relationship with the adult.</p>
<p>Protection planning</p>	<p>If appropriate a protection plan may have been put in place as a result of the concern. The protection plan should be reviewed to ensure it is working effectively within 3 months of the plan.</p>	<p>The review will usually be led by the operational worker within care management such as the key social worker.</p>	
<p>Closing the process</p>	<p>When the final outcome has been reached, and the adult at risk understands that no further outcome can be achieved the process has concluded.</p>	<p>The SAT team member will formally close the process on AIS and the safeguarding database and secure all files.</p>	<p>Where another agency has led the process they will need to inform the local authority that the process has concluded.</p>