

How to place a referral to Safeguarding

Go to the Dudley safeguarding website - <http://safeguarding.dudley.gov.uk/>

The screenshot shows the Dudley Safeguarding website homepage. At the top left is the logo with the text "Dudley Safeguarding" and "protecting children, young people and adults at risk". To the right is a search bar and a "Report It" button. Below the logo is a video player showing a person in a wheelchair. A callout box points to the "Report It" button with the text "Click Here". Another callout box points to the "Report it" link in the navigation bar with the text "Click Here".

If there are children with the adult at risk then need to contact childrens services

The screenshot shows the "Report it" page. The heading "Report it" is in large orange text. Below it is a paragraph explaining safeguarding. A callout box points to the text "Contact via telephone for Children" with the text "Contact via telephone for Children". Another callout box points to the link "Adult safeguarding alert/referral form" with the text "Click here for adults".

Report it

Safeguarding is about protecting children, young people and adults at risk from abuse or neglect. We hope this website provides you with information about a whole load of issues.

However, if you are worried or scared about the way you or someone you know is being treated don't bottle it up, tell someone you trust or:

If you are a child or young person or if you have concerns about a child or young person:

Call the following offices during office hours (9am - 5pm):

Brierley Hill Area Office: 01384 813000
Dudley, Sedgley and Coseley Area Office: 01384 813200
Halesowen and Stourbridge Area Office: 01384 815902

Out of office hours contact the Emergency Duty Team on **0300 555 8574** or **in an emergency call 999**.

Alternatively you can call ChildLine on **0800 1111** or email them by visiting www.childline.org.uk

For practitioners and those working with children

The [Interagency Referral Form](#) is for practitioners and those working with children. Please send this form to your local area office (details above).

If you are an adult or if you have concerns about someone you know:

An online safeguarding alert/referral form is available via the link below. The form can be used by any agency, organisation or individual to alert Dudley Council to allegations or concerns about potential abuse of an adult at risk. We are committed to preventing the abuse of individuals who are vulnerable, and we respond promptly when abuse is reported.

If you suspect that someone is being abused then please complete the [adult safeguarding alert/referral form](#) by clicking on the link below:

[Adult safeguarding alert/referral form](#)

starred * questions are mandatory

Adult Safeguarding Alert / Referral

Please use this form to register your concerns with Dudley MBC.

If the abuse is also a crime such as assault, rape, theft or racial harassment then you should contact the police on **0345 113 5000**.

If immediate action is required the Emergency Services should be contacted by dialling **999**.

If you are worried about contacting the police but wish to discuss your concerns you can always contact the Access to Adult Social Care Team on **0300 555 0055** between 9.00am and 5.00pm, Monday to Friday, to talk things over first. Outside of these hours an Emergency Duty Team is available on **0300 555 8574**.

Thank you for taking the time to make this referral. The information you provide will be submitted to the Access to Adult Social Care Team who will follow up your concerns promptly.

Anne Harris
Head of Adult Safeguarding

[Other contact numbers](#)

Dudley Council Plus: **0300 555 2345**
 Care Quality Commission: **0300 061 6161**


[Data Protection Statement](#)

The information you provide on this form is subject to the provision of the Data Protection Act 1998. The information will be held confidentially and will be retained for the purposes of processing your referral/alert and meeting our statutory obligations.

Depending on actions required, the information submitted on the form may be shared with Health Services, Police, Social Services and the Care Quality Commission (CQC).

Please refer to our Privacy & Disclaimer Statement below for our Information Charter and general information on our approach to security, confidentiality, data collection, etc.

Further data protection information can be obtained from the Information Commissioner's website at www.ico.gov.uk.



Click next to complete form

✉ [Form problems?](#)

starred * questions are mandatory

Adult Safeguarding Alert / Referral

✓ About this form

■ **Details of the person**

▢ Alert/referral

▢ Incident

▢ Perpetrator

▢ Review & submit

Details of the person you feel may be at risk

Please provide as much detail as possible.
Starred * questions are mandatory.

Title *

First name *

Last name *

AIS PIN

NHS number

SAP number

Gender *

Date of birth / Age *

Telephone number

Address in Dudley? Type in postcode and click **Find Address**.
Outside Borough? Please enter full address below.

Postcode

?

Property number

Property name ?

Street name *

Locality or area ?

Postal town *

Dudley Metropolitan Borough Council

Adult Safeguarding Alert / Referral

Using our forms
Form problems?

starred * questions are mandatory

- ✓ About this form
- ✓ Details of the person
- ✓ Alert/referral
- ✓ Incident
- ✓ Perpetrator
- **Review & submit**

Review & submit

Before you **Submit** please confirm you have:

Reviewed your completed alert/referral *

Saved and/or printed this document as you usually would *

The **Review** option (below) displays your completed alert/referral as a single document which may be quickly checked, saved locally, copy/pasted into a word processor, or printed.

Thank you for taking the time to complete this referral. The matter which you have reported will be followed up promptly by the appropriate team.

Previous Submit Review

eForms by AchieveForms

Click review

If you need to print a copy of alert form then you need to do this when you are reviewing details

Dudley Metropolitan Borough Council

Adult Safeguarding Alert / Referral

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eForms by AchieveForms

Tick these boxes then

Click Submit

This will bring a page which will have a reference number for the alert

If need to discuss the alert you can contact the CCG Safeguarding Team
You can speak to either the Designated Nurse for Children or Adults Lead

Su Vincent **01384 321787** Susan.vincent@dudleyccg.nhs.uk

Jane Atkinson **01384 322156** jane.atkinson@dudleyccg.nhs.uk

Safeguarding Team Office **01384 321743** ccgsafeguardingteam@nhs.uk