

**BUCKINGHAMSHIRE SAFEGUARDING
LIGHT TOUCH AUDIT TOOL**

After completing the audit please take any corrective action that may be necessary and email this completed audit to Sabar Ullah on sullah@buckscc.gov.uk (For audit queries ring 01296 382024).

The questions should be answered by using the following responses:

Y (for yes) **N** (for no) **NA** (for not applicable) **NK** (for not known)

| | | |
|------------------|--|---|
| SWIFT ID: | Care Managers / Workers / Investigation Officers: | Date of Audit: |
| CLIENT: | | Date of incident the audit relates to: |
| TEAM: | Manager: | Audited by: |

SUMMARY:

| Questions | Answer |
|--|--------|
| 1. Does initial response demonstrate that risks and protective factors have been considered? | |
| Comments: | |
| 2. Is the manager's decision clear, appropriate and in line with risks identified? | |
| Comments: | |
| 3. Is the investigation purposeful and have the procedural timescales been adhered to? | |
| Comments: | |
| 4. Were strategy discussions, meetings, investigations, case conferences clearly recorded? | |
| Comments: | |
| 5. Has the service user given consent for information to be shared and has this happened in line with interagency agreements? | |
| Comments: | |
| 6. Has the service user been safeguarded? | |
| Comments: | |
| 7. If the alleged perpetrator is also a vulnerable adult have their needs been addressed? | |
| Comments: | |

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| Questions | Answer |
|---|--------|
| 8. Has action been taken for other vulnerable adults who may be at risk? | |
| Comments: | |
| 9. Have equalities issues been considered? | |
| Comments: | |
| 10. Is there evidence of a coordinated multiagency approach? | |
| Comments: | |
| 11. Is there a robust protection plan? | |
| Comments: | |
| 12. Has the protection plan been reviewed? | |
| Comments: | |
| 13. Has there been timely and flexible intervention? | |
| Comments: | |
| 14. Has the approach been proportionate? | |
| Comments: | |
| 15. Has there been appropriate management supervision during all stages of the episode? | |
| Comments: | |
| 16. Where appropriate have the views of the service user and / or carer been sought about the process and the outcome? | |
| Comments: | |
| 17. Is the "story" easy to follow? | |
| Comments: | |