

BUCKINGHAMSHIRE SAFEGUARDING
ROUTINE 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: CLIENT: TEAM:	Care Managers / Workers / Investigation Officers: Manager:	Date of Audit: Date of incident the audit relates to: Audited by:
SUMMARY:		

REFERRAL PROCESS	Answer
1. Is this SVA case recorded as such?	<input type="text"/>
Comments:	
2. Was the alert procedure followed as defined in the internal SVA procedure and within the appropriate timescales?	<input type="text"/>
Comments:	
3. Is the source of the alert recorded? (Specify individual and organisation).	<input type="text"/>
Comments:	
4. Has the referrer been kept informed of the decision made regarding what will happen according to protocol?	<input type="text"/>
Comments:	
5. Was the safety of the client dealt with as defined in the procedures? (risk of immediate harm to vulnerable adult dealt with urgently and an initial Protection Plan done?)	<input type="text"/>
Comments:	
6. If possible was informed consent of the vulnerable sought for safeguarding involvement?	<input type="text"/>
Comments:	
7. Did the vulnerable adult need a capacity assessment?	<input type="text"/>
Comments:	

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REFERRAL PROCESS continued		Answer
8. Was an advocate engaged or an IMCA (in accordance with the Mental Capacity Act 2000) to assist the vulnerable adult?		
Comments:		
9. Were risk assessments completed and risks appropriately identified and managed in respect of the vulnerable adult, staff and other involved parties?		
Comments:		
10. Is the type of abuse recorded? (Record what type of abuse has taken place)		
Comments:		

MANAGEMENT SUPERVISION / RECORDING		Answer
11. Is there adequate evidence and recording of management supervision throughout this case?		
Comments:		

POLICE INVOLVEMENT		Answer
12. Is a crime suspected and was a referral sent to PPU?		
Comments:		
13. Was there appropriate Police involvement in line with the procedures?		
Comments:		
14. Did the police attend case conference if required?		
Comments:		

KEY PARTNER INVOLVEMENT		Answer
15. Were all key partner agencies informed and involved?		
Comments:		

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STRATEGY MEETING / DISCUSSION	Answer
16. Did this take place within 3 days of referral?	
Comments:	
17. Did all relevant agencies take part?	
Comments:	
18. Was a plan of investigation agreed?	
Comments:	
19. Was an appropriate lead identified?	
Comments:	
20. Was the investigation officer/s given clear tasks and with timescales?	
Comments:	
21. Were the minutes of the strategy meeting sent out within 7 working days?	
Comments:	

INVESTIGATION	Answer
22. Did this commence within 48 hours of strategy meeting / discussion?	
Comments:	
23. Were all involved parties kept informed?	
Comments:	
24. Did a subsequent case conference take place?	
Comments:	
25. Was the initial protection plan revised as appropriate with the full informed consent to protect the vulnerable adult?	
Comments:	
26. Is there a start date for the investigation? (Please record the date)	
Comments:	
27. Is there an end date start date for the investigation? (Please record the date)	
Comments:	
28. Is the outcome of the investigation recorded?	
Comments:	

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OUTCOMES FOR VICTIM AND CARER		Answer
29. Are appropriate details of victim recorded? (eg gender, marital status, ethnicity, religion. These would normally be recorded on SWIFT).		
Comments:		
30. Is the outcome for victim recorded?		
Comments:		
31. Is outcome for carer recorded?		
Comments:		
32. Were the victim and carer satisfied with the investigation process?		
Comments:		
33. Were the victim and carer satisfied with the outcome?		
Comments:		
34. If appropriate were there any equality and diversity issues highlighted?		
Comments:		

OUTCOMES FOR PERPETRATORS		Answer
35. Are appropriate details of perpetrator recorded?		
Comments:		
36. Is outcome for perpetrator recorded?		
Comments:		
37. Did the outcome of the investigation involve services for the perpetrator?		
Comments:		
38. Did the investigation result in a referral to the Independent Safeguarding Authority?		
Comments:		
39. Was any professional referred to their professional body as a result of the investigation?		
Comments:		
40. What was the outcome?		
Comments:		
41. Was there a prosecution?		
Comments:		