



Guidance on completing the “Duty to report” referral form.

1. If you suspect that someone is an “Adult at Risk” you have a **duty** to report this to the Local Authority through the agreed single point of contact.
2. If the adult is at immediate risk of harm or you perceive this as an emergency, please do not delay in taking action. Please call the police and contact social services by telephone. The form can always be completed after you have verbally shared the information. Telephone numbers are on the next page.
3. It is not necessary for you to be 100% sure that abuse or neglect has occurred, if you have a reasonable cause to suspect, that it has or someone is at risk of, you must report it.
4. An "adult at risk", is an adult who:
  - (a) is experiencing or is at risk of abuse or neglect,
  - (b) has needs for care and support (whether or not the authority is meeting any of those needs), and
  - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
5. All sections of the form should be completed if known. Consent is not required to make the report, however, if possible it would be helpful to know if the Adult at risk, consents to the adult safeguarding process.
6. The form is available as an electronic version where it will have a drop down style formats. This form can then be emailed to the single point of contact in the local authority. A paper version is also available.
7. Specific guidance:

a. **1.14 – allocated Social Worker.**

This is the social worker that is allocated to work with the victim. Where someone is in a residential home/independent hospital this is the placing authority social worker.

b. **2.2 – other factors.**

Please indicate if you suspect the abuse has additional factors such as domestic abuse, Hate Crime, Forced Marriage or Honour based violence.

Honour based Violence is based upon cultural perceptions of individuals bringing 'shame' or 'dishonour' on individuals, a family or the wider community.

Domestic abuse is the use of control by one person over another in an intimate or close family relationship; the abuse can be sexual, physical, financial, emotional or psychological

Hate Crime is Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person's: disability, race or ethnicity, religion or belief, sexual orientation, transgender identity. This can be committed against a person or property.

Forced marriage is when someone faces physical pressure to marry (e.g threats, physical violence or sexual violence) or emotional and psychological pressure (e.g if you're made to feel like you're bringing shame on your family)

c. **2.6 – Body Map.**

If injuries have been sustained a Body Map should be completed. A body map can be found in your own organisation and should be sent with the duty to report form. It is noted that any illustrations made are only guides and will not be to scale.

d. **3 – Alleged perpetrator.**

If more than one alleged perpetrator has been identified, add this to section 6 additional information

e. **4 – Witness details.**

If more than one witness has been identified, add this to section 6 additional information

8. This form will be received by the local authority where it will be assessed and a determination will be made as to whether the adult protection process is followed or another course of action. The local authority has a **duty** to enquire once they have received this form. This enquiry may be made in a variety of ways

Single Points of contact:

**Blaenau Gwent:**

[dutyteam@blaenau-gwent.gcsx.gov.uk](mailto:dutyteam@blaenau-gwent.gcsx.gov.uk)

01495 315700

**Caerphilly:** [povateam@caerphilly.gov.uk](mailto:povateam@caerphilly.gov.uk)

08081002500

**Monmouthshire:**

[monpovaduty@monmouthshire.gcsx.gov.uk](mailto:monpovaduty@monmouthshire.gcsx.gov.uk)

01291 638928

**Newport:** [Pova.team@newport.gov.uk](mailto:Pova.team@newport.gov.uk)

01633 656656

**Torfaen:**

[socialcarecalltorfaen@torfaen.gov.uk](mailto:socialcarecalltorfaen@torfaen.gov.uk)

01495 762200

