

Guidance for completing the Kent Adult Safeguarding Alert Form (KASAF) Stage 1

June 2018

This guidance supports completion of the **KASAF Stage 1**.

The KASAF is available on Kent.gov and on [K-Net](#) (for KCC staff only). **Please ensure you always use the most up to date version of the KASAF found on these links.**

This form can be downloaded by providers and members of the public.

Further guidance on Adult Safeguarding can be found via the Kent and Medway Multi-Agency multi-agency [Policy, Protocols and Guidance](#) Document.

References within this document refer to the Care and Support Statutory Guidance Issued under the Care Act 2014 Department of Health unless otherwise stated.
[Care Act Guidance 2014](#)

Introduction

The KASAF Stage 1 form was developed with multi-agency colleagues and while most of the questions on the form are self-explanatory, this guidance should assist in completion of the form and enable effective transfer of information which provides practitioners across the county with relevant information.

Kent Adult Safeguarding Alert Form (KASAF - Stage 1)

The KASAF is the first stage of the Safeguarding (SG) Document Suite used in Kent. Significantly it is the first step in capturing the desired outcomes of the adult who has needs for care and support, is experiencing, or at risk of, abuse or neglect and is unable to protect themselves. (Care Act 2014 - 14.2)

The views of the adult are paramount in determining the course of the safeguarding response and the person raising the concern should discuss this with the adult, unless it is considered not safe to do so or the person is assessed not to have the mental capacity to understand. Where the person is assessed not to have capacity the views of the relevant representative must be sought.

If you have had a consultation with the Local Authority and they have advised you to raise a safeguarding concern, you must do so within 48 hours of the discussion to avoid any increased risk.

It is expected that professionals who raise a concern will have completed the KASAF Stage 1 as fully as possible using all of the prompts provided within the form, to support the timely evaluation of the risks. Failure to do so may impede the process.

The KASAF should be completed as a word document. There are drop down boxes, with free textboxes which will grow to accommodate information provided. The Local Authority (LA) practitioner receiving the KASAF will identify any additional information that may need to be gathered.

The KASAF is for professionals and members of the public to use. It is preferred that professionals where possible complete the form electronically and email to the Local Authority. However, this may not be possible for members of the public; therefore handwritten versions can be accepted to avoid unnecessary delays.

In order for the Local Authority to fully assess the risk of the safeguarding concern it is essential that you provide as much information as possible in each section of the document.

Signing the KASAF:

- An electronic (name) will be considered as a signature within this document, when accompanied by an email. If you are using an unsecure email account, please password protect the document or if preferred use Egress (secure software for sharing confidential information electronically) when emailing the Local Authority.

Dates related to Safeguarding Concern:

- Referrer records the date of the concern which is when it was reported. The date of the incident may or may not be the same. The Local Authority will

record when it was received.

1. Initial Details

The adult at risks' personal details are captured in this section.

- **Adult at Risk Name** (please check spelling)
- **Title** (as known or advised by the adult)
- **Any Alternative Name** (this may include their own preferences)
- **Date of Birth**
- **Gender**
- **NHS or Hospital Number** (if available)
- **Ethnic Origin, Religion, First Language**
- **Is an interpreter required?** (if yes, details are required)
- **Home Address and Contact Details** (for the adult at risk)
- **Any other relevant addresses:** (e.g. respite place or hospital. This is required to enable effective contact with the adult at risk and ensure safeguards are appropriate)
- **GP contact details**
- **Primary and Secondary Care of the adult** (if relevant). This section is supported by drop down options, the purpose of this is to support direction to the most appropriate team to manage the concern.
- **Next of Kin: name, relationship and contact details** (nearest relative or significant other)
- **KASAF completed by** (Name of the referrer)
- **Are you completing this on behalf of another person?** (If yes, please provide their full details and how they can be contacted)
- **Do they wish to remain anonymous?** The Local Authority (LA) and partner agencies do all that is possible to maintain the anonymity of the referrer as they may be placing themselves at risk by raising the concern, but we cannot guarantee that they will not be identified, particularly if legal action takes place
- **Funding authority**
- **Date and time of incident**
- **Location of abuse occurred** (the place the abuse took place, i.e. own home, care home etc., drop down options are provided, please avoid using 'other' and if it is chosen, please provide further details of what it is beside date and time of incident on the form)
- **Area addressing concern** (office use only) - this will be completed by the LA and it is the LA who must make enquiries or cause other agencies to do so, and it identifies the area taking the lead in addressing the safeguarding concerns. This is **usually, but not always**, where the abuse happened, e.g. for an adult placed by Dartford in a Thanet home and abused in Thanet, it is the responsibility of the Thanet area to co-ordinate the safeguarding case, and the Case Manager from Dartford would engage fully with the response. However, if the abuse occurred when the adult was visiting family in Dartford, the Dartford area would take the lead, as it is likely that the Dartford Police, health practitioners or other agencies will be involved.

2. Incident Details:

2a. Details of the allegation, incident of concern or information about self-neglect (This is a factual account of the allegation – who/where/when/what. Details of witnesses, harm, risks and other supporting information. Attach any information you consider maybe relevant. This is the most essential part of the form which should inform the reader why you are concerned that the adult is being abused).

2b. Are there any concerns of immediate risk to the individual or any other adults or children? (This is essential to inform the evaluation of presenting risks and an appropriate response particularly if the adult at risk does not agree with the concern (as there may be others at risk). If the answer is yes, it is essential that you explain in your own words why you think this is the case, as it is very important for the practitioner assessing the level of risk to know.

Only refer to identified risk(s) that relates directly to the safeguarding concern raised, for example if someone is at risk of traffic when they are out – but this is usual for them and risk assessments are already in place, is not necessary to include this information.

2c. Do you have reason to believe a crime has been committed? (If yes, please contact the Police on 101 or 999 in emergencies (please record any details of the discussion with the Police and a Crime Reference number if you have one).

2d. Is the adult at risk aware of this referral? (It is essential that the adult(s) are aware that a safeguarding concern has been raised, unless you consider informing them will place them at greater risk. If you are not able to inform them, as a professional or a member of the public your judgement is due to the risk of serious harm identified. It is possible that the person does not have the mental capacity to understand your concerns for their well-being.

2e. Have you spoken to the adult at risk or their representative about making this referral? (If NO provide reasons for progression)

When Safeguarding Adults procedures are being considered, the consent of the adult believed to be at risk should always be sought as early as possible. If consent has not been given by the adult at risk, there are exceptions to the general consent rule, as follows:

- if other people appear to be at risk of harm (adults or children)
- if there is a legal restriction or an overriding public interest
- if the adult is exposed to life threatening risk and they are unreasonably withholding their consent
- if the adult has impaired capacity or decision making in relation to the safeguarding issues and the withholding of consent.
- **If a crime is believed to have been committed, the Police must be contacted.**

Please also seek the opinion of a senior manager and provide full details for your reason to progress with the concern without consent.

If an adult at risk reports a crime they should be advised that the Police will be informed. Consultation with the Police is imperative to ensure Police investigations are not tampered with and evidence not contaminated. **If a criminal act is committed the Statutory Guidance advises that sharing of information does not rely on the consent of the victim.**

3. **Essential information about the adult at risk's current social situation which is relevant to these concerns** (Please provide accurate information about the adult at risk, including if they are currently staying in Hospital or any care facility, please include the ward name and contact details).
4. **Is there anything that you know of that would affect the adult's ability to make decisions in respect of this concern?** (either temporary or permanent) Please provide details of any involvements such as MCA, DoLS, IMCA or LPA.
5. **Has a Mental Capacity Assessment been completed?** (If yes, please attach to the KASAF when submitting concern). If you have concerns about the person's understanding of the alert and risks and have not completed a Mental Capacity Assessment please complete and attach one rather than say NO. If you are unable to complete the mental capacity assessments please state your reasons.

Care Act 14.56 - Professionals and other staff need to understand and always work in line with the Mental Capacity Act 2005 (MCA). They should use their professional judgement and balance many competing views. They will need considerable guidance and support from their employers if they are to help adults manage risk in ways and put them in control of decision-making if possible.

Care Act 14.58 - Mental capacity is frequently raised in relation to adult safeguarding. The requirement to apply the [MCA in adult safeguarding](#) enquiries challenges many professionals and requires utmost care, particularly where it appears an adult has capacity for making specific decisions that nevertheless places them at risk of being abused or neglected.

6. **Other significant Family Members/Adults/Children you are aware of** (This may be relevant to the safeguarding concerns or if mental capacity assessments are required).
7. **Professionals known to the adult e.g. District Nurse, Mental Health Worker etc.** (Please include any Professional Key Worker(s) who has/have case responsibility for the adult at the point the safeguarding concern was raised).
8. **Details of any medical attention sought** (This section is required to inform the effect that the abuse may have had on the adult at risk and ascertain that they have received appropriate medical care. Describe, as fully as possible, details of any physical injuries. If photographs are considered necessary, consider consent issues. If the adult at risk is unable to consent, consider if having photographic evidence of the injuries is in their best interests and record who the decision maker was).

The body map see: [Appendix 1 KASAF](#) to download. Please record who has attended to the adult with the details that you are aware of.

Please record any relevant professionals who have attended to the adult at risk in response to these concerns

9. Person alleged to be responsible (if identified)

Complete information about the main person alleged responsible/organisation as fully as possible when the initial information is provided and add information where it becomes available. If additional persons alleged responsible are named, additional copies of the person deemed responsible page(s) are available for download: [KASAF Appendix 2](#).

An organisation can also be recorded as an person alleged responsible and may limit what further information can be recorded here.

Consider what action may be needed if the person alleged responsible lives with the victim, is a carer for others or may pose a risk to children or other adults with care and support needs.

10. If you think there is a risk of violence (such as Domestic Abuse)

In circumstances where you think there is a risk of violence, please provide a safe point and/or mode of contact for them if possible. If you cannot identify a point of contact because you have not been able to discuss this with the adult at risk, please inform other professionals involved, to avoid increasing any risk by inadvertently contacting them.

11. Is there any risk of danger to staff making enquiries?

Please advise if it is safe to speak with the adult in person to avoid placing staff at unnecessary risk to their personal safety.

12. Signature of person completing this form (accepted as signed when sent electronically).

Ensure that you provide your full details and how you can be contacted.

Submitting the KASAF

Further information on submitting this form and the relevant contact information can be found in the [KASAF Appendices A-C](#)

Appendices:

Submitting application, Contact information etc: [Appendices A-C](#)

Body Map: [Appendix 1](#)

Additional persons alleged responsible: [Appendix 2](#)