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**KENT ADULT SAFEGUARDING ALERT FORM – Stage 1 - Appendices**

(KASAF Stage 1) v3.1

**APPENDIX A**

**Submitting This Form**

Submit this form with as much information as possible to avoid delay. If there is information that you do not know please record ‘not known’.

If **the adult at risk is known** to a Social Care Health and Wellbeing Case Management Team, please send this form directly to their team email box as listed in:

* Appendix B for Learning Disability and Mental Health
* Appendix C for Older Persons and Physical Disability Teams

*(You can copy in the case manager if you have their details).*

**To check whether an adult at risk is known to Social Care Health and Wellbeing, please call: 03000 41 61 61**

If **the adult at risk is not already known** to a Social Care Health and Wellbeing Case Management Team, they should be referred to the central duty team via the contact routes detailed in Appendix B.

For Out of Hours contacts see Appendix B.

If you are **sending information via a non-secure email**:

1. Password protect the document
2. Email the password separately - do not include in the body of the e-mail.

\* Secure e-mail is only secure when sending from one of the following e-mail

addresses;

* @nhs.net
* @pnn.police.uk
* @gsi.gov.uk
* @cjsm.net

**Acknowledgement of the KASAF should be received within 1-2 working days**

Please contact the team that you sent the referral to if you have not previously spoken with them and do not receive confirmation within 3 working days.

**Link for KASAF Guidance**

<http://www.kent.gov.uk/__data/assets/pdf_file/0008/78245/Guidance-for-completing-the-Kent-Adult-Safeguarding-Alert-Form-KASAF-Stage-1.pdf>

**Link for Self Neglect**

<http://www.kent.gov.uk/__data/assets/pdf_file/0012/16140/Self-neglect-policy-and-procedures.pdf>

**Link for Quality in Care Framework**

<https://shareweb.kent.gov.uk/Documents/adult-Social-Services/professionals-and-projects/Safeguarding%20Adults%20Quality%20in%20Care%20Framework/QiC%20framework%20Final%20version%2030th%20March%202011%20updated%205th%20Sept%202011.pdf>

**APPENDIX B**

**New Cases Only** *(where there is no existing Case Manager or Care Co-ordinator)*

**Central Referral Unit**

Email: AdultsSafeguardingCRU@Kent.gov.uk

Telephone: 03000 416161

eFax: 443000 422094

**Out of Hours**

If your concerns require urgent attention outside of normal office hours (8.30am-5.00pm Monday-Friday, excluding bank holidays) and cannot wait until the next working day:

Telephone: 03000 41 91 91 in the First Instance

Fax: 03000 417345 (Safe haven fax)

**Kent and Medway NHS and Social Care Partnership Trust (M H)**

Where the area is known, please contact your local team, who will advise you whom to email the KASAF to.

Where the area is not known, please telephone: 03000 41 61 61

**Young Peoples’ Teams**

*(If the adult is placed by another authority please refer to central referral unit)*

|  |
| --- |
| **South Kent Coast & Thanet Young Peoples Team**  |
| Email: |  SKCTYoungPeoplesTeam@kent.gov.uk |
| Telephone: |  03000 422385 |
|  |
| **Ashford, Canterbury & Coastal Young Peoples Team** |
| Email: |  ACCYoungPeoplesTeam@kent.gov.uk |
| Telephone: |  03000 421557 |
|  |
| **Dartford, Gravesend, Swanley and Swale Young Peoples Team 16-25** |
| Email: |  DGSSYoungPeoplesTeam@kent.gov.uk |
| Telephone: |  03000 413232 |
|  |
| **West Kent Young Peoples Team** |
| Email: |  WKYoungPeoplesTeam@kent.gov.uk |
| Telephone: |  03000 411777  |
| **Community Learning Disability Teams (26+)** *(If the adult is placed by another authority please refer to central referral unit)*  |
| **South Kent Coast & Thanet A CLDT** |
| Email: | SKCTAclientsupportservice@kent.gov.uk |
| Telephone: |  03000 422978 |
| **South Kent Coast & Thanet B CLDT** |
| Email: |  SKCTBclientsupportservice@kent.gov.uk |
| Telephone: | 03000 421618 |
|  **Ashford, Canterbury& Coastal Community Learning Disability Team** |
| Email: |  accclientsupportservice@kent.gov.uk |
| Telephone: |  03000 421619 |
|  |   |
| **Dartford, Gravesham, Swanley & Swale** |
| Email  |  dgssclientsupportservice@kent.gov.uk |
| Telephone: |  03000 421620 |
|  |  |
|  **West Kent 26+CLDT** |
|  Email |  wkclientsupportservice@kent.gov.uk |
|  Telephone |  03000 421621 |

**APPENDIX C**

**Social Care Health and Wellbeing Older Persons and Physical Disability (OPPD) Teams**

**Ashford & Canterbury**

Email: OPPDSafeguardingAshfordCanterburyCoastal@kent.gov.uk

Telephone: 03000 422769

**North Kent & Swale**

Email: OPPDSafeguardingNorthKentSwale@kent.gov.uk

Telephone: 03000 413 104

**Shepway, Dover & Deal & Thanet**

Email: OPPDSafeguardingShepwayDoverDealThanet@kent.gov.uk

Telephone: 03000 422773

**Tonbridge, Sevenoaks, Maidstone, Malling & Tunbridge Wells**

Email: OPPDSafeguardingWestKent@kent.gov.uk

Telephone: 03000 422768