

Safeguarding Guidance Portal

Please note the triage safeguarding team aim to screen all concerns within 48 hours of receipt but at times when there are a high volume of concerns this may not always be possible. The triage safeguarding team are **NOT** an emergency service and have no quick access to emergency services such as police, fire and ambulance services. Should you feel there is an immediate risk to safety guidance below should be always be followed:

If you have reason to believe a non-urgent crime has been committed. It is your responsibility to report this to the police on telephone number 101.

If there is imminent or potential risk to life or limb, or a crime may have/has been committed and is likely to require prompt police action to preserve evidence, this should be reported to the relevant emergency service by telephoning emergency 999 number IMMEDIATELY.

Following any urgent actions being completed this form should be submitted including details of any other professional involvement and where applicable reference numbers/logs. This will enable us to coordinate screening / enquiries.

This form should be used:

To inform Birmingham City Council of a safeguarding concern that indicates an **adult with care and support needs** is; experiencing, or at risk of, abuse or neglect **AND**; as a result of those care and support needs is **unable to protect themselves from the risk of, or the experience of abuse or neglect**. For further guidance please follow the link to our **Making a good referral guide**:



Safeguarding
Practice Guidance.pdf

Please note if you are a provider considering whether to report a medication error or minor fall etc please refer to the ADASS (**Association of Directors of Adult Social Services**) guidance on understanding what constitutes a safeguarding concern for further information, link:

[**ADASS - Understanding What Constitutes a Safeguarding Concern**](#)

Consideration **MUST** be given to risk to others, even where the risk to the adult with care and support needs is removed, please consider whether there are: other adults with care and support needs who remain at risk (i.e. service provider caring for others) and/or a child at risk (i.e. child residing in a property with source of risk).

If so, please make any referrals for additional adults using a separate form (making note of the connection to this referral).

If you have a concern about a child, further information and the referral process can be found at: [Worried about a child? | Birmingham City Council](#)

Birmingham City Council adhere to West Midlands Safeguarding Adults Policy and Procedure, which can be found here: [WM Adult Docs](#)

Please consider whether the concern you plan to raise occurred in Birmingham. If you are unsure, you can check the postcode to confirm location here [Find your local council - GOV.UK](#)

If the incident occurred outside of Birmingham, the concern should be raised with the relevant Local Authority. The search will take you to a link to the relevant local authority's website where details about their safeguarding concern process will be.

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