



GDoc Adult Safeguarding Policy

Last revised	Sept 2016
Last reviewed	Jan 2018
Owner	JB

Note: clinicians should follow the locally agreed policies and processes for primary care available at <https://g-care.glos.nhs.uk/pathway/223/resource/3>

In case of any problems accessing the G Care website, its guidance on how to make a referral is provided below as Appendix A but, whenever possible, clinicians should check the G Care website before referring, to ensure that they use the most up to date information.

The GDoc information below is to be used in conjunction with the guidance on G Care.

GDOC Adult Safeguarding Process

What to do if you have concerns about an adult seen in Choice Plus

Follow the guidance on G care as above, and:

- Clinicians should follow their own judgement as to the urgency of a referral. However, wherever practicable, they should contact the patient's own GP beforehand, **provided that this does not delay an urgent referral**. This is both to obtain background information about the adult and to establish whether s/he is already known to safeguarding services.
- The GDoc clinician remains responsible for any safeguarding actions needed as the result of the consultation unless the patient's registered GP has explicitly agreed to take over the responsibility. If this is the case, it must be recorded in the consultation notes.
- The GDoc GP must ensure that any telephone conversations with other agencies, for example social services, are carefully documented in the notes, including the full name and contact phone number of the person contacted.



- If a safeguarding concern has not been discussed with the patient's own GP, the GDoc clinician must ensure that the registered GP is made aware of it promptly. Relying on the discharge summary alone is not adequate (unless there has also been a discussion with the registered GP). The GDoc clinician must ensure that the practice is also alerted by phone, secure fax or secure email so that the discharge summary can be passed urgently to the registered GP. If the practice is closed, this can be done via the GDoc office, but the clinician should contact the practice in person whenever possible, to give the practice first-hand information.

Working at Host sites

A GDoc clinician may become aware of a potential safeguarding concern about an adult who is not a GDoc patient, for example by witnessing mistreatment of a vulnerable adult in a waiting room shared with another service.

In an emergency situation where the adult is at immediate risk, the GDoc clinician should dial 999 for the police and follow the locally agreed processes (see G Care website and Appendix A below). The most senior clinical manager from the service caring for the adult must be informed as soon as possible.

In non-emergency cases, the clinician must ensure that a senior clinical manager from the service in question is aware of the concern as soon as possible. In GP practices, this might be the GP on call or practice manager, In community hospitals, it would usually be the nurse in charge.

Information about Safeguarding at GDOC

GDOC Adult Safeguarding lead: Dr Richard Probert
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Training: all clinicians who work for GDOC must have Adult Safeguarding training, including training on the Mental Capacity Act 2005 and DOLS. Other staff will have their training needs individually assessed.

Recruitment: GDoc follows NHS employment guidance on safer recruitment.



Reviewed by J Bayley 270916 and January 2018
Approved by R Probert 270916



Appendix A: How to make an adult safeguarding referral

This information copied from G Care is correct at January 2018 but it is updated frequently. It is provided here in case of any problems accessing the G Care website but, whenever possible, clinicians should check the G Care website before referring, to ensure that they use the most up to date information.

G Care adult safeguarding information:
<https://g-care.glos.nhs.uk/pathway/223/resource/3>

How To Make a Referral

Contact the Adults Help Desk on:

01452 426868 (8am - 5pm Monday to Friday)

**01452 614758 (Out of hours above) you can also
email: socialcare.enq@gloucestershire.gov.uk**