

Safeguarding Enquiry Audit Tool

Audit date	Client ID	Duty Officer	Auditor
Evidence	Yes	No	Comments
Date MARF received			
Referral screened within 24 hrs			
Referral acknowledged			
Referrer spoken with?			
Adult at risk spoken with?			
Adult at risk visited?			
Adult at risk wishes, Feelings, actions and outcomes identified and documented? (what matters conversation)			
Assumption of mental capacity evident			
Advocate identified (Person can advocate for themselves)			
Advocate appointed (if person lacking capacity)			<u>Who is the advocate?</u> Family Friend

			Externally appointed
Adult at risk or advocate (if lacking MC) consent to share info with other agencies			
Appropriate agencies informed of referral			
Evidence of Strategy discussion			
Sufficient evidence gathered as part of s 126 enquiry			
S126 enquiries undertaken in 7 days			
Delays in 7 day enquiries properly documented			
Involvement of key individuals evident			
Evidence to support final determination			
Safeguarding actions identified are appropriate and proportionate			
Safeguarding actions are properly documented and communicated			
Adult at risk continuously involved and updated?			
Evidence of adult at risks outcomes achieved			