Cycling UK’s Step-by-Step Guide to Reporting Safeguarding Issues Concerning Adults

There are concerns or suspicion about a person’s behaviour OR there has been disclosure or an allegation about a person’s behaviour.

What are the concerns regarding?

- Adult safeguarding
- Poor practice

Adult safeguarding:
- Take action for the immediate safety or welfare of the adult?
  - Yes: Call ambulance and say there may have been a safeguarding issue. Call the police if sufficient grounds to do so.
  - No: Is there a Designated Safeguarding Lead/Welfare Officer?
    - Yes: Inform DSL or Welfare Officer. Complete Incident Report form and submit to DSL or Welfare Officer.
    - No: Senior person is allocated to investigate. Makes notes and completes incident report form.

Investigation carried out.

Possible outcomes:
- Criminal proceedings
- Police enquiry
- Adult Care Safeguarding assessment
- Disciplinary measures
- Case management group to decide on the management of any remaining concerns
- No further action

Cycling UK Safeguarding and Adult Protection Policy Reporting form and flowchart 21/06/2021 Vols/AC