Royal Mencap Society

123 Golden Lane

London EC1Y 0RT

[Address of safeguarding team]

[Date]

**Safeguarding alert:** [Name of individual]

Dear safeguarding officer,

I am writing to make a safeguarding alert about a vulnerable adult, [DOB of individual] who currently lives at [address of hospital/relevant placement/family home]. [Individual’s initials] is a vulnerable adult as he/she has [autism and] a learning disability and is in receipt of services funded by [insert commissioner.]

I am a Specialist Caseworker/Information and Advice Officer at Mencap (registered charity). I have been supporting [individual’s initials] mother/father etc, [name of family member] with concerns around [individual’s initials] placement. [Name of family member] is aware of this alert. This safeguarding alert is in relation to below issue/s:

**[insert concern from safeguarding thresholds e.g. Delays in arranging access to life saving services or medical care placing person at risk of harm or inappropriate use of restraint.]**

* All known details about situation
* Potential harm
* Relevant guidance (see ‘[Relevant guidance: Restrictive practices info sheet](file:///\\rms.ad\dfs\shared%20data\Advice@Mencap\Legal%20(Families)\Factsheets\Mencap%20Direct\Factsheets\Transforming%20Care)) or ([Relevant guidance: Health info sheet](file:///S:\Advice@Mencap\Legal%20(Families)\Factsheets\Mencap%20Direct\Factsheets\Health))

Reference any other outstanding safeguarding alerts.

I hope that a full investigation will now be expedited, and that you will work together with [individual’s initials] and their family, in line with the Making Safeguarding Personal approach.

If you require any further information, please do not hesitate to contact me. I would be grateful if you can inform me as to what action you will be taking in response to the concerns I have outlined above.

Kind regards,

[caseworker name and phone number]

cc: family member, CQC rep, commissioner, social worker.