[Your address]

Please do note that you may wish to seek legal advice on these issues now and certainly once you receive a response if it is not favourable, or if no response is forthcoming. The seriousness and risk to the individual will dictate who long you should wait for a response but certainly no more than 7 days.

DELETE THIS BOX BEFORE SENDING THIS LETTER

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[Address of safeguarding team]

[Date]

**Safeguarding alert:** [Name of individual,then (initials)]

Dear safeguarding officer,

I am writing to make a safeguarding alert about a vulnerable adult, [individual’s initials] [DOB of individual] who currently lives at [address of hospital/relevant placement]. [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 [person with learning disability]’s [mother/father/brother/ sister/ etc] and I am very much involved in [name of person with learning disability]’s day to day life.

This safeguarding alert is in relation to below issue/s:

[Insert concern e.g. inappropriate use of restraint.]

* All known details about situation
* Potential harm
* Relevant guidance

Reference any other outstanding safeguarding alerts.

I hope that a full investigation will now be expedited, and that it can involve me as [person with learning disability]’s [mother/father/brother/ sister/ etc].

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,

Your name

cc: CQC rep, commissioner, social worker,