



Pan Berkshire Policy and Procedure Best Practice Guide
Best Practice Guide for Decision-making: Section 42 Safeguarding Adults Enquiries

Each Local authority will have an operational accountable role(s) for the S42 process, which Pan Berkshire refer to as the ‘accountable person’¹. The ‘accountable person’ is not the officer investigating the S42 process, this is the Enquiry Officer². The ‘accountable person’ provides oversight and is the decision maker in the S42 process.

The ‘accountable person’ may be referred to as a Safeguarding Adults Manager or (SAM) Designated Safeguarding Managers (DSMs) in local authority areas.

The ‘accountable person’ is a function and does not need to be designated role within a Local Authority. It is for the Local Authority to assess the complexities of the case and decide the appropriate ‘accountable person’. The ‘accountable person’ should have had a minimum of Level 3 Safeguarding training (or its equivalent).

An ‘accountable person’ is able to access support from their line manager, Safeguarding Adults Team and Principle Social Worker throughout the process.

The allocated ‘accountable person’ should be clearly identifiable within safeguarding documentation.

Role of the Enquiry Officer and the ‘accountable person’ in a S42 investigation

Enquiry Officer	Accountable person considerations/decisions to make
<ul style="list-style-type: none"> Establish the adult is safe Establish need for advocacy Establish consent and capacity to make relevant decisions by understanding the management of risk, what a safeguarding enquiry is, how they might protect themselves Is the adult aware of the safeguarding concern and do they perceive it as a concern and want action/support? Is there suspicion that a crime may have been committed and a report to the police needed? The adult at risk desired outcome is established Gather Information, including requesting third party reports Provide feedback to the person raising the concern Record all actions and conversations Comply with timescales Effectively operate Making Safeguarding Personal practices Ensure accurate and precise electronic social care recording is maintained throughout the safeguarding investigation Seek feedback from the adult at risk/family member/ advocate/IMCA if they are representing the adult 	<ul style="list-style-type: none"> Who is best placed to speak with the adult at risk? Are there any reasons to delay speaking with the adult at risk? What the safeguarding enquiry might consist of Whether to proceed without consent What follow-up action may be needed Whether actions so far have completed the enquiry What type of enquiry is appropriate and proportionate? Who should lead and who should contribute? Does the investigation documentation meet standards? Necessary for the enquiry to be taken over by the Local Authority Whether to close the enquiry down or take forward for review Actions for the adult Actions for the person alleged to have caused harm On closure the ‘accountable person’ responsible should ensure that all actions have been taken, building in any personalised actions: Quality checks the enquiry report Leads the development of the safeguarding plan and arrangements for review (if required) To make recommendation for a SAR

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¹ Also known as Safeguarding Adults Manager or (SAM) Designated Safeguarding Managers (DSMs)

² Also known as Safeguarding Assessing Officers (SAOs)