

## S42 Enquiry Report CHECKLIST/TEMPLATE



When writing your 242 Enquiry Report please use this checklist to ensure all the information that the Local Authority needs to assure itself that the enquiry satisfies its duty under section 42 of the Care Act 2014 to decide what action (if any) is necessary to help and protect the adult.

| The s42 Enquiry Report must include   | ✓ |
|---|---|
| <b>Who the Safeguarding enquiry was conducted by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• job title and</li> <li>• organisation</li> </ul>  |   |
| <b>The adult with care and support needs:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of Birth</li> </ul>  |   |
| <b>Details of who raised the Safeguarding Concern (if known):</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Title and relationship to the adults with care and support needs</li> </ul>                    |   |
| <b>Details of the Safeguarding Concern(s)</b><br><br><b>Details of any specific Safeguarding concerns/questions to be answered</b>  |   |
| <b>The individual's outcomes</b> <ul style="list-style-type: none"> <li>• In the individuals own words.</li> <li>• If there are concerns about the individuals mental capacity an advocate must be instructed.</li> </ul> |   |
| <b>How involved was the adult with care and support need in the enquiry?</b><br><br><b>Was support provided to the adult with care and support needs?</b> <ul style="list-style-type: none"> <li>• By whom?</li> </ul>    |   |
| <b>Enquiry methodology</b> <ul style="list-style-type: none"> <li>• Who was seen/interviewed</li> <li>• Records looked at</li> <li>• Places visited etc.</li> </ul>   |   |

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| <p><b>Background Information:</b></p> <ul style="list-style-type: none"> <li>Brief and relevant information should be included here, such as the person's diagnosis, reason for admission (if appropriate) and length of stay</li> </ul>   |  |
| <p><b>Details of any immediate safeguards taken to protect the adult (and other adults):</b></p> <ul style="list-style-type: none"> <li>E.g. staff member suspended or removed, training, etc.</li> </ul>  |  |
| <p><b>Chronology of significant events in date order</b></p>   |  |
| <p><b>Summary of Enquiry:</b></p> <ul style="list-style-type: none"> <li>How and when this was conducted.</li> <li>What do the records show?</li> <li>What did the people that were interviewed say?</li> </ul>  |  |
| <p><b>Findings of Enquiry</b></p>  |  |
| <p><b>Feedback on if the individual's felt their outcome(s) were fully met, partly met or not met.</b></p> <ul style="list-style-type: none"> <li>It must be from their perspective</li> <li>Do they feel that they are safer now because of the help from people dealing with their concern?</li> </ul> |  |
| <p><b>Learning points for the service</b></p>  |  |
| <p><b>Report must be signed and dated</b></p>  |  |