

How to Use Safeguarding Information Leaflets

**Solihull
Safeguarding
Adults Board**
Protecting Adults Together



Introduction

The Local Government Association (LGA) – Making Safeguarding Personal: A toolkit for responses identified adult safeguarding needs to be as empowering as possible. It is vital that people have as much control and choice as possible, that their preferred outcomes are addressed and that the pace, meetings, and protection plans are guided by their needs and circumstances.

Accessible information, advice, support and good advocacy are essential components to this. Having access to information and advice assists those involved in making informed choices about care and support and helps them to weigh up the benefits and risks of different options. Information and advice can enable people to keep themselves safe in the first place and should abuse occur people need to know what options are open to them. It is also important in terms of understanding the safeguarding process and longer-term support.

At all stages of safeguarding activity people cannot make decisions about their lives unless they know what the options are, what the implications of those options may be and have had the chance to really consider them. They can feel disempowered (and possibly damaged) by the safeguarding process unless they know what is happening and the choices they have.

The following information has been produced to assist all professionals leading safeguarding enquiries to consider what information needs to be made available to assist people at the right times, in what format, and allow time for information to be digested.

Easy to read formats are available on the SSAB website. Information can be translated into **other languages and** translated into **Braille**. For further information, please contact Solihull council on 0121 704 8007

The following information:

- Should be used flexibly.
- Does not replace verbal discussions.
- Must not be given or left if there is a risk to do so will place the individual at risk of harm or further harm.
- Should be left with people so they can share it with relatives and friends or used to remind and reflect after a visit.
- If the adult has substantial difficulty in understanding the safeguarding concerns or in being involved, and where there is no one appropriate to support them, then arrangements must be made for an independent advocate to support and represent them for the purpose of facilitating their involvement.

Keeping You Safe, Keeping You In Control

Purpose

To inform the individual and/or their families that safeguarding action is taking place and provide contact details.

This leaflet will also inform what other information is available.

Comments

Must be given to all service users, personalised, and completed with contact details.

If the adult has substantial difficulty in understanding the safeguarding concerns or in being involved, and where there is no one appropriate to support them, then arrangements must be made for an independent advocate to support and represent them for the purpose of facilitating their involvement.

The **only exception** would be if the giving of this information would place the adult with care and support need in danger or increase the risk of harm or abuse.

[Keeping-You-Safe-Keeping-You-In-Control.pdf \(safeguardingsolihull.org.uk\)](https://safeguardingsolihull.org.uk/Keeping-You-Safe-Keeping-You-In-Control.pdf)



The Safeguarding Process

Purpose

This leaflet is to inform individuals as to what will happen, why other partners may be involved, meetings that might take place etc.

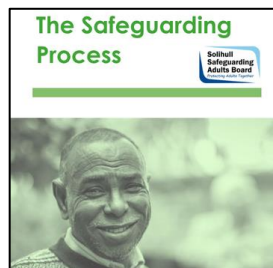
To give some control to the person.

Comments

This information should be explained verbally and a copy left with the adult so they can share it with relatives and friends or used to remind and reflect after a visit.

The only exception would be if giving or leaving this information would place the adult with care and support need in danger or increase the risk of harm or abuse.

[The-Safeguarding-Process.pdf](#)
safeguardingsolihull.org.uk



Information About Abuse

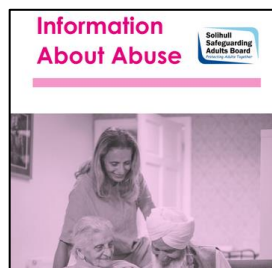
Purpose

General information on what is abuse, types, location etc. to help people understand what is abuse and unacceptable.

Comments

This is information about what safeguarding and abuse is. It should be used to explain what abuse is when a Safeguarding Concern is received.

[Information-About-Abuse.pdf](https://safeguardingsolihull.org.uk/Information-About-Abuse.pdf)
(safeguardingsolihull.org.uk)



Information About Mental Capacity

Purpose

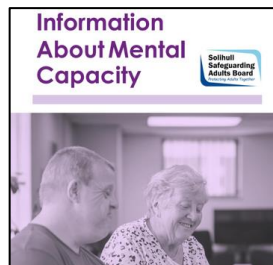
To simply explain mental capacity.

Comments

This leaflet should be used with adults and their family and friend to explain mental capacity, what this means why it is important etc.

It is also available in easy-to-read format.

[Information-About-Mental-Capacity.pdf](https://safeguardingsolihull.org.uk/Information-About-Mental-Capacity.pdf)
(safeguardingsolihull.org.uk)



Information on Adult Safeguarding For Relatives and Friends

Purpose

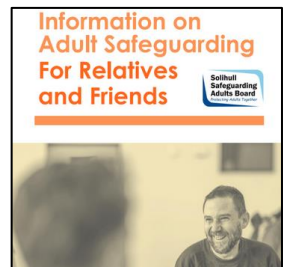
Leaflet for relatives and friends who are supporting someone through the safeguarding process.

Comments

This leaflet should be given to relatives and friends who are supporting someone through the safeguarding process – it explains what we mean by safeguarding, why it is important and what we do.

If you use this leaflet you do **not** have to use the Safeguarding Process leaflet (green).

[Information-on-Adult-Safeguarding-For-Relatives-and-Friends.pdf](https://safeguardingsolihull.org.uk/Information-on-Adult-Safeguarding-For-Relatives-and-Friends.pdf)
(safeguardingsolihull.org.uk)



Information About Advocacy

Purpose

Provides an overview of advocacy.

Comments

This leaflet should be used with adults and their families and friends to explain advocacy, and why it is important in safeguarding.

[Information-About-Advocacy.pdf](https://safeguardingsolihull.org.uk/Information-About-Advocacy.pdf)
(safeguardingsolihull.org.uk)



If another agency/organisation is caused to make the enquiries please provide these leaflets to that organisation for them to use.



Safeguarding Adults Board Business Team
Solihull Metropolitan Borough Council
Council House
Manor Square
Solihull
B91 3QB



0121 788 4392



ssab@solihull.gov.uk



www.safeguardingsolihull.org.uk

**Solihull
Safeguarding
Adults Board**
Protecting Adults Together