



Portsmouth City of Sanctuary Adults Safeguarding reporting form

Complete form after an adult protection incident and pass to the Service Manager/Project Lead within 24 hours or the next working day (if over the weekend or bank holiday).

Service Manager/Project Lead/Coordinator to submit form to the Designated Officer (DO).

Designated Safeguarding Officer – Shamila Dhana 07922223640 email: portsmouthcityofsanctuary@gmail.com

Details of Adult Name:	Date Of Birth
Immigration Status	Nationality
Gender	Address

Your Details:

Your Name	Your Position
Date and Time of Incident	Your Line Manager
Location of Incident – For example an office, drop in	Your Contact Details

**Are you reporting your own concerns or responding to concerns raised by someone else?
Please give details below.**

Please give details of incident, concerns you may have including descriptions, dates times, injuries etc.

Please detail the persons account if possible

Has the situation been discussed with the Designated Safeguarding Officer?

YES

No

Have you informed the statutory authorities:

Police YES/NO

Date and Time:

Name and phone number of person you spoke to:

Local Authority Adult Social Care: YES/NO (Delete as appropriate)

Date and Time:

Name and Phone Number of person you spoke to:

What has happened since referring to statutory agency? Include date and details of feedback of referral.

Details of any further steps taken to provide support to adult/child family member.

Name Position

Date Signed

Manager's Name Position

Date Signed

Useful contacts:

Portsmouth Safeguarding Adults Board (PSAB)

Email: PortsmouthAdultMASH@portsmouthcc.gov.uk

Telephone: 02392 680 810 (Out of Hours: 0300 555 1373)

Hampshire Adult Services

Telephone: 0300 555 1386 (Out of Hours: 0300 555 1373)

In case of an emergency contact the Police on 999

Portsmouth Domestic Abuse Services

Email: portsmouthreferral@stopdomesticabuse.uk

Telephone: 023 9206 5494)