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| **Appendix 1**  [address] | Address |
| Your Ref: | Please ask for: |
| Our Ref: | Date: |

**Private and Confidential**

Dear NAME,

Re: Request for a Safeguarding Adults Enquiry – Re: adult

As you are aware an Adult Safeguarding Concern was received by LA in respect of …………...

A summary of the concern(s) are detailed below:

In line with the Care Act 2014, Care and Support Statutory Guidance Chapter 14 and the Adult Safeguarding; LLR Multi-agency Safeguarding Adults Policy and Procedures (link to cause to enquiries guidance) this concern should be investigated by means of an Adult Safeguarding Enquiry to establish whether there was an instance of abuse and to ensure appropriate measures are implemented to minimise risk of reoccurrence.

In order to progress this matter, we formally request that ……………. management team undertake a full internal investigation into the concerns and report your findings, in the form of an Enquiry Report, back to …………., from ………….., as the lead agency for coordinating the Adult Safeguarding process.

When conducting the agreed elements of the enquiry you must:

* Involve the adult at risk.
* Ascertain their outcomes, i.e. what they want to happen regarding the concern and report them to ………………… as the lead agency.
* Ensure any additional support they need is provided to the Local Authority.
* Handle the enquiry in a sensitive and skilled way to ensure distress to the adult is minimised.
* Ensure the enquiry focuses on the promotion of the adult’s wellbeing.
* Provide ………………….. from ………….. sufficient evidence to support the outcome of the enquiry including feedback on if the adult’s outcomes have been met, as agreed. When writing your s42 Enquiry Report please use the template in Appendix 2.

Please ensure that relevant supporting documentation – copies of relevant daily records, care/support plans, risk assessments, accident/incident forms, relevant procedures and risk assessments are included as appendices to final investigation report.

Please make necessary arrangements to submit completed report and supporting documentation to …………….. at the above address in the agreed timescale ……………… set at the strategy meeting/discussion.

Following the completion of the internal investigation we will discuss further with you whether any actions are required with regards further progression of this matter. Should you have any queries in the meantime, please do not hesitate to contact us direct on

Yours sincerely