



## **New Vulnerable Adult Police Referral Form**

Devon and Cornwall Police are attempting to align their processes to ensure consistency across all the partner agencies that they work with. To help this they have created a single referral form to be used by all who may refer incidents to them. Devon and Cornwall Police hope this new referral form will improve the quality of referrals they receive at the Central Referral Unit.

The Safeguarding Adult Hub Social Workers will continue to complete a Police referral where it is identified that a Safeguarding Adult Alert may identify some criminal activity. However, there may be times when locality teams will also identify that a crime has occurred and will need to make use of this new referral process.

### **How to make a referral**

The new referral form is designed to communicate details about any proposed safeguarding meeting arrangements where Police presence is required. The form is generated through CareFirst, and will auto populate with information contained in the Safeguarding Adult form to ease use for practitioners.

To generate the referral form:

- Select the appropriate person in CareFirst
- Go to the CareFirst main menu and select 'FDocs'
- Click on 'Adults' > 'Vulnerable Adult Referral and Meeting Invite Form'
- From the drop down list select the relevant Safeguarding Adult alert form, from which information will be pulled to produce the output
- Click 'Generate Document'
- A message will appear at the bottom of the screen – click 'open'
- The referral form will be automatically generated and appear on screen as a word document

Once generated completed referrals should be securely emailed to:

[CENTRALREFERRALUNIT@devonandcornwall.pnn.police.uk](mailto:CENTRALREFERRALUNIT@devonandcornwall.pnn.police.uk)

### **When to start using the new form**

The form was implemented on **1st August 2014**. If you are making a Police referral, please ensure that you **ONLY** use this form.

The Police are already reporting better quality information on referrals.

**Source:** Safeguarding Adults