**Do’s & Don’ts – making a safeguarding referral about an adult to Nottinghamshire’s Multi Agency Safeguarding Hub**

**DO:**

* Look at the [MASH webpages](http://www.nottinghamshire.gov.uk/care/safeguarding/mash) about safeguarding adults and the [Referral Prompt sheet](http://www.nottinghamshire.gov.uk/media/119876/adult-safeguarding-referral-prompt-sheet.pdf) which provides a quick guide to support you when making safeguarding adults referrals.
* Consult the [multi-agency procedures](http://www.nottinghamshire.gov.uk/care/safeguarding/policies) for referring and the pathways document to decide if a referral is required. Undertake the duties described in these procedures before contacting the MASH.
* Consult your Safeguarding Lead to take advice if you are unsure.
* Provide as much detail as possible about the adult at risk and the alleged person posing a risk. If the alleged person posing a risk is a staff member then full names, home address and date of birth is required.
* Ring 999 for the emergency services before contacting the MASH if there is an emergency. Consider contacting the police via 101 if there is the suggestion that a criminal offence has been committed.
* Consult with other professionals involved, who may be able to confirm or allay your concerns.
* Complete a body map where possible if there is an injury, available on the [the NSAB procedures page](http://www.nottinghamshire.gov.uk/nsab/procedures).



* Remember that there is a[secure online form available](http://www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse-professionals)to make a referral if your enquiry is not urgent.
* Make a referral for [adult social care](http://www.nottinghamshire.gov.uk/caring/adultsocialcare/) via the [Customer Service Centre](http://www.nottinghamshire.gov.uk/thecouncil/contact/customerservices/) not the MASH.

**DON’T:**

* Contact the MASH about care concerns or any issue that isn’t related to making a safeguarding referral.
* Contact the MASH if a referral has already been made and you’ve been informed it has been passed to a team. You should contact this team rather than the MASH.