



Tips on Report Writing for Adult Safeguarding Enquiries

A report needs to be clear, logical and appropriate to the recipient. Make sure you answer the question asked of you.

1. Make clear who you are, what your role and relationship is to the person whom the report is about.
2. State the source of your evidence, is it from the notes or first hand experience of your interaction with them. This may well be a mix of both.
3. Be clear whether you are expected to be solely reporting facts or whether or not you are being asked to give an opinion.
4. A chronology would be a timeline of events leading up to an event or death of a patient. This could be set out in table form with a box for each date that you had contact with the patient.
5. Avoid disclosing third party information i.e. medical information about co-habitants unless this is clearly relevant and proportionate.
6. Write short concise sentences, ensuring that sentences are clear and relevant.
7. Be specific about the issue you are being asked about.
8. Expand and give more detail only when necessary to clarify a point.
9. Be precise with terminology. If the report is going to a user from a different discipline explain medical terms in brackets.
10. Be clear what type of abuse has occurred.
11. Include any risk factors that you think the patient may have such as being cognitively impaired.
12. If asked to comment on capacity be aware that capacity is time and decision dependant so include this in any opinion.
13. Only give an opinion if asked and also if you feel qualified to do so. If you do not feel qualified to do so but have been asked for an opinion decline and clarify why you feel unable.
14. Consider whether or not you need to communicate with your defence organisation.