**What local knowledge do I need to safeguard my patients?**

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| **ESSENTIAL LOCAL SAFEGUARDING KNOWLEDGE** | |
| **Key people** |  |
| Who is the safeguarding lead within my practice/organisation?  How do I contact them? |  |
| Who is the Caldicott guardian within my practice/organisation?  How do I contact them? |  |
| Who can I ask for safeguarding advice in my practice/organisation and local area and how do I contact them? |  |
| Who can I contact for safeguarding advice when it is out of hours? |  |
| Who can I contact for safeguarding advice in an emergency? |  |
| **Safeguarding policies** |  |
| Where can I find my practice/organisation’s safeguarding policies? |  |
| **Safeguarding referral processes** |  |
| How do I make a child safeguarding referral? |  |
| What is the phone number for social care when I need to make an urgent child safeguarding referral or need urgent safeguarding advice? |  |
| Where can I find the child safeguarding referral form? |  |
| How do I make an adult safeguarding referral? |  |
| What is the phone number for social care when I need to make an urgent adult safeguarding referral or need urgent safeguarding advice? |  |
| Where can I find the adult safeguarding referral form? |  |
| **Domestic abuse** |  |
| Who are my local domestic abuse agency and how can they be contacted? |  |
| How do I make a referral to MARAC (Multi-agency Risk Assessment Conference for high-risk domestic abuse)? |  |
| **Escalation of safeguarding concerns** |  |
| How do I escalate a safeguarding concern when I am not satisfied with the multi-agency response to safeguarding concerns? |  |
| **Local safeguarding updates** |  |
| Where, and how, can I access a local annual safeguarding update? |  |
| **Allegations about staff/people in a position of trust** |  |
| What do I need to do if there is an allegation of abuse by a staff member/colleague/person in a position of trust? |  |