



Recognise
Be aware that people may be at risk of harm and may need support and protection.



Respond
Address immediate needs. Ensure the people at risk are safe.



Report
Follow procedure outlined below.



Record
Record all information including actions and decisions.



Reflect
Learn lessons. Share learning. Use your experience to support colleagues.

Recognise			
<p>Who is at Risk?</p>	<p>An adult at risk is defined as a person aged 16 or over who is:</p> <ul style="list-style-type: none"> • Unable to safeguard his or her own well-being, property, rights or other interests; <u>and</u> • At risk of harm; <u>and</u> • Because she/he is affected by disability, mental disorder, illness or physical or mental infirmity is more vulnerable to being harmed than adults who are not so affected. <p>An adult at risk under the legislation needs to <u>meet all three</u> of the above points.</p> <p>However to report and raise concerns you do not have to be certain that they meet all three points, just that it is a genuine possibility.</p>		
<p>How to Recognise?</p>	<table border="1"> <tr> <td data-bbox="343 1559 917 2042"> <p>Harm includes all harmful conduct - both <u>deliberate</u> and <u>unintentional</u> and includes:</p> <ul style="list-style-type: none"> • Physical harm • Sexual harm • Psychological harm • Financial harm • Neglect • Self-harm </td> <td data-bbox="917 1559 1500 2042"> <p>Consider:</p> <ul style="list-style-type: none"> • Unexplained injuries • Care which puts the adult at risk of harm • Unexplained deterioration in health • A delay between illness/injury and the person getting treatment </td> </tr> </table>	<p>Harm includes all harmful conduct - both <u>deliberate</u> and <u>unintentional</u> and includes:</p> <ul style="list-style-type: none"> • Physical harm • Sexual harm • Psychological harm • Financial harm • Neglect • Self-harm 	<p>Consider:</p> <ul style="list-style-type: none"> • Unexplained injuries • Care which puts the adult at risk of harm • Unexplained deterioration in health • A delay between illness/injury and the person getting treatment
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	NOTE: This is not an exhaustive list.	<ul style="list-style-type: none"> • The deprivation of basic needs, such as adequate food, heating or money
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Respond	
Address Immediate Safety Issues	<p>Your first responsibility is to ensure that any individual you are concerned about is made <u>immediately safe</u>. It is impossible to describe all possible scenarios here, but this may include treating any immediate medical needs, contacting emergency services; ensuring food availability and heating etc.</p> <p>Do not hesitate to contact 999 for the appropriate service where there is immediate risk of significant harm.</p> <p>You may not be able to address all risks within your role. Where needed, seek support from colleagues, appropriate services or partners in other agencies (such as Local Authority/Social Work and Social Care).</p>
Your Legal Duties and Responsibilities	<p>All staff and professionals have a role in protecting adults at risk.</p> <p>If you know or believe an adult may be at risk and action is needed, you should:</p> <ul style="list-style-type: none"> • Act on concerns without delay • Share relevant information with appropriate services • Co-operate with any follow-up action or enquiries <p>You do not need to be certain; a genuine concern is enough to take action.</p>

Report	
<p>Who do you Report to and How?</p>	<p>If it is known or believed that someone is an adult at risk of harm the facts and circumstances should be reported to the Local Authority/Social Work Adult Protection Service. If a crime is suspected this should also be reported to the Police:</p> <p>Aberdeen City Protecting Adults Aberdeen City Council 0800 731 5520 APSW@aberdeencity.gov.uk</p> <p>Aberdeenshire Adult protection and support - Aberdeenshire Council 01467 533 100 adultprotectionnetwork@aberdeenshire.gov.uk</p> <p>Moray Adult Protection - Adults at Risk of Harm - Moray Council 01343 563 999 accesscareteam@moray.gov.uk</p> <p>Police Scotland Emergency: 999 Non-emergency: 101</p> <p>The Grampian Adult Protection Reporting Form is available via the appropriate local authority website.</p> <p>NOTE: Adult Protection legislation applies from the age of 16 upwards. For some people in the age bracket of 16-18, Child Protection processes may also still apply. If you are unsure about whether you should report your concerns as child or adult protection, seek immediate advice from your Line Manager, Social Work or the NHS Grampian Public Protection Team.</p>
<p>Information Sharing</p>	<p>If it will not put the adult at further risk, it is good practice to discuss making an adult protection report with the adult prior to sending it to Local Authority/Social Work. <u>However</u>, Adult Support and Protection reporting is not reliant on a person's consent - you should report your concerns even if the adult at risk does not agree.</p> <p>If you have any concerns about information sharing, discuss with your line manager immediately, but do not let this delay taking any immediate action to keep someone safe.</p>

Record	
What to Record and Where?	<p>Record your concerns clearly and promptly, in line with your organisation's processes.</p> <p>Include:</p> <ul style="list-style-type: none"> • What was seen, heard, or reported • Actions taken • Who information was shared with <p>Ensure records are:</p> <ul style="list-style-type: none"> • Factual and accurate • Dated and timed • Stored securely

Reflect	
Debrief	<p>Working with adults who are at risk of harm can be challenging and can have an impact on you. Please take the time to discuss with your line manager and if you feel affected.</p> <p>If you and/or your team would like to review and learn from your experience with an adult support and protection case, the Public Protection Team will happily support you through a debrief conversation. Please contact the Public Protection Team via the details below.</p> <p>You should:</p> <ul style="list-style-type: none"> • Seek supervision or advice where needed • Take time to reflect on practice and decisions • Access available wellbeing and support resources
Further Training and Learning Opportunities	<p>Please consult your own organisational training offer for further learning opportunities.</p>

NOTE: This e-card is specifically designed for healthcare staff in primary care settings who are NOT employed by NHS Grampian. NHS Grampian employees should access the most up-to-date guidance for them via the Public Protection intranet page.

You can contact the Public Protection Team via: gram.publicprotection@nhs.scot

Version 1.0

Date Issued: June 2026