**Home-Start Wyre Forest Vulnerable Adult Procedures for Volunteers**

**If the concerns are lower level, the Co-ordinator will fill out a Record of Concern, pass this to the Strategic Lead and record incident in family file**

If you are concerned about an adult discuss this you’re your Co-ordinator or another Co-ordinator or the Manager

**Please remember: if an adult is in immediate danger contact the emergency services first, then inform your Co-ordinator**

**If there is agreement an Adult Protection referral will be made this will be made to the Access Centre by the Co-ordinator by telephone and confirmed in writing within 24 hours.**

**Information to respective agencies will be sent within 7 working days.**

**The family will be informed of our concerns unless it is believed this would place them at greater risk.**

**Your Co-ordinator will discuss concerns with the Strategic Lead (Manager) and will complete a Record of Concern for the family. If there is agreement further action should be taken, confirmation of this course of action will be obtained from the VA Advisor.**