



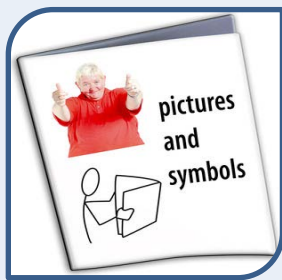
Your guide to Safeguarding in Swindon

Safeguarding is everybody's responsibility





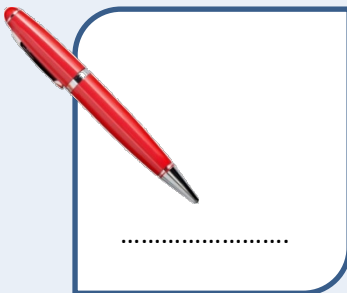
This booklet tells you about the way we keep people safe from abuse.



It has been written in easy read so that as many people as possible can understand what is being said.



There are some more details on this website [Safeguarding Adults](#)



There are spaces for you to write your own notes where you see this pen.



The key people who help you are:

Safeguarding Manager:

Name

Telephone

Care Manager (or Social Worker) / Nurse:

Name

Telephone

Key worker / Support worker:

Name

Telephone

Other people who will help you:

Name

Telephone

Name

Telephone

The person you should speak to (the link person):

Name

Telephone



This booklet tells you about:

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Important dates for you to know



Date the safeguarding case started

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Details of the Safeguarding meeting

Date

Time

Place



Other Safeguarding meetings

Date

Time

Place



Other meetings

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1. Your rights



Everyone has the right to live their life free from violence, fear and abuse.



Everyone has a right to be respected by other people.



Everyone has a right to make choices about their life and things that affect them.



Everyone has a right to live in safety.



Everyone is included no matter what their ethnic origin, religion, language, age, sexuality, gender or disability.

You have these rights whoever you are.



2. What happens first



When we hear that someone is being abused, a manager takes charge of the Safeguarding case.



The manager will send a worker to talk to you.



They will listen to what you have to say and answer any questions you have.



You will be able to talk about what you would like to happen.

They will ask you how you want the case managed.

This is what I would like to happen



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This is how I would like the case managed



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3. Getting all the information together



The manager will speak to other people about what has happened.



They may also talk to the police.



Other people may be asked to look into what has happened.



We will talk to you about what help you may need to stay safe.

You will be asked if you have any questions.

We will check how you feel about what is happening.



4. Your safeguarding meeting



This is a meeting to plan how you would like to be kept safe.



The manager will invite you to the meeting.

Others who are involved in helping you stay safe will be there.



There are different ways you can tell us your views. You can tick the one you prefer.



You can come to the meeting yourself.



You can come with a friend, relative or advocate.



You can talk to your link person.

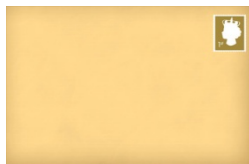


You can send someone else to tell us your views.



And there are other ways to tell us your views.

You can talk these over with your link person.



You can also talk about where and when the meeting will be held.

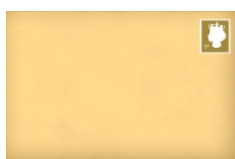
While we work together



We will make sure that information shared about you is kept safe.



We will ask you how you want to be kept safe.



We will send you the notes of your meeting in the way that suits you best.



Someone will talk to you about the meeting if this is better for you.



5. Your Safeguarding Plan



Your safeguarding plan will be agreed with you and everyone who is going to help.



Your plan will tell everyone what they have to do, and when.

We will also keep talking to you about how you would like to stay safe.



We will make sure the plan is working.



6. Your safeguarding review



Your safeguarding review will look at the plan to see if it is working.

And make changes if needed.



To help you stay safe we will get information from other people.



The manager will invite you to the review.

Others who are helping you to stay safe will be there.



You may be given advice on how to stay safe.

Others at the meeting will say what they can do to help you if needed.



You can tell the people at the meeting how you feel about your safeguarding case.

You can say whether you feel safe or not.



The manager will check if you want to talk about this in private.



The safeguarding case may be closed if the plan is working.

We will let you know if another meeting is needed.



7. Useful contacts



0800 055 6112



0344 499 4114



(Chatsworth House) 01793 715000
(Victoria Centre) 01793 327800



0300 068 3000



Developing Health and Independence
01793 495372



01793 432031



Service User Network Swindon
01793 436174



Swindon Advocacy Movement
01793 542575



01793 328150



Wiltshire Law Centre
01793 486926



01793 531133



Wiltshire Police
101



03000 616161

Other telephone numbers you might need.....



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8. Feedback

If you would like to tell us about how the case was dealt with, you can do this by:



E-mail to:

adultsafeguarding@swindon.gov.uk



Telephone: 01793 463555



Post to the Safeguarding Manager, Civic Offices, Euclid Street, Swindon SN1 2JH



If you would like this booklet in another format or language please contact:

Swindon Borough Council Customer Services

Tel: 01793 445500

Fax: 01793 463331

E-mail: customerservices@swindon.gov.uk

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We would like to thank Cornwall / Scilly Isles Safeguarding Team for allowing us to base this booklet on the guide they developed to help people participate in the Safeguarding process.