

Appendix 7 - Template Letter for Safeguarding Referral

Your Address

Date

Dear Sir or Madam,

Safeguarding Referral on behalf of *(name of service user & date of birth, address)*

We are currently writing on behalf of the above person who is currently receiving support from Crisis on their current housing situation. (attach consent to share)

We would like to request *(service user name)* to be assessed under the Care Act 2014 in England (Part1) / Social Services and Well-being (Wales) Act 2014 (Part 7) / Adult Support and Protection (Scotland) Act 2007 (Part1) **DELETE AS NECESSARY** to complete an enquiry to establish care and support needs. I am very concerned *(service user name)* is a victim of cuckooing and is being exploited and abused in their own home.

(Service username) is a vulnerable with adult with *(provide details on what are the vulnerabilities alcohol/drug dependency/mental health, elderly, physical disability, brain injury, learning disability)*.

Provide details about what you know about the situation, potential harm, and details on the perpetrator if you have them.

(Delete if not applicable) Due to the complexities of cuckooing and the relationship with the perpetrator, *(service username)* may not identify themselves as a victim. I trust you will carry out a full investigation and if you deem the *(service user name)* has capacity/no care and support needs you will use the Wellbeing Principle under the Care Act 2014 in England (Part1) / Social Services and Well-being (Wales) Act 2014 (Part 7) / Adult Support and Protection (Scotland) Act 2007 (Part1) **DELETE AS NECESSARY** as good practice to promote the wellbeing and prevent further exploitation.

If you require any further information, please do not hesitate to contact me. I would be grateful if you can inform me as to what action you will be taking in response to the concerns I have outlined above.

Yours Faithfully

(Your Name and Role)

(Contact number)