

Investigating Worker Report Proforma APR1

THIS PAPERWORK IS CONFIDENTIAL

Each box should be completed. This report should always be typed and presented to the Level II Planning Meeting. Please use extracts from other documents or sources such as CareFirst where appropriate.

Name of vulnerable adult	CareFirst number (if known)	Adult protection reference number
Name of investigating/interviewing worker	Name of team	
Role of investigating worker	Contact details (phone number and email address)	
Summary of service users assessed needs and relevant background information		
Assessment of capacity to be interviewed and participate in the process (if relevant)		
Summary of the adult protection referral		
Chronology of events		
Summary of the investigation (i.e. what did you do, how did you do it, who else contributed)		
Level of Harm Assessment (explain how the abuse has affected, or potentially affected (if lacking capacity), or could affect the person physically, psychologically and/or financially?)		
What is the current level of harm? (based on the investigation, please circle)		
<div style="display: flex; justify-content: space-between; width: 100%;"> NONE LOW MEDIUM HIGH VERY HIGH </div>		
Date:		
Conclusions of the investigating worker (including reason for closure if at Level I)		
Outcome/s for the vulnerable adult (including relevant protection plan)		
Signature of investigating worker	Date report completed	

List of supporting evidence	Please initial when adding document, state N/A if not relevant to investigation
Vulnerable adult statement	
Record of injury document	
Witness statement/s	
Alleged abuser statement/s	
Disciplinary investigation document/s	
Care plan/s	
Risk assessment/s	
Medication records	
Adult protection pressure ulcer assessment	
Incident / accident report/s	
Communication records	
Staff related records (e.g. supervision and training records, recruitment information)	
Institutional review document	
Financial investigation	
Other supporting evidence (please specify)	
Closure form	