# STAFF FLOWCHART STAGE 1A

IMMEDIATE ACTION

1. **Allegation of Abuse**
2. **Record.**

Make a written record of the abuse allegation.

Complete an Incident Report

1. **Urgent?**

Is medical treatment required or is there an indication if an assault?

**No**

**Yes**

**Take to A&E or call 999 for ambulance.**

(if possible sexual or physical assault **call 999 for Police**)

1. **Preserve evidence**

(if possible sexual or physical assault)

1. **Safety.**

Staff to take any urgent action needed to keep the vulnerable adult safe.

1. **Report.**

Report to manager or senior staff on duty.