



Abuse and Neglect — Recognition Card and Safeguarding Report

The signs of physical, emotional, financial and sexual abuse and neglect in a care setting, the duty to report, and the form

Type	Signs to notice
Physical	Unexplained bruises, burns, fractures; injuries in different stages; fear of a particular person; rough handling seen
Emotional	Withdrawal, fear, agitation around certain staff; being shouted at, ignored, mocked, isolated; threats
Neglect	Pressure injuries, dehydration, weight loss, poor hygiene, soiled clothing, missed medicines, unmet call bells, cold rooms
Financial	Missing money or possessions; unexplained withdrawals; pressure to sign documents; staff accepting gifts or money
Sexual	Bruising or bleeding in genital areas; sudden fear of care; infections; disclosure
Restraint and discrimination	Restraint without authorisation (Tool 2); different treatment because of disability, origin, religion, dementia

Your duty. If you see it, suspect it, or are told it: report it the same day. You do not need proof. You will be protected. Not reporting is itself neglect. Reports go to the safeguarding lead _____ and, if the concern involves the lead or the manager, directly to ASF Patient Voice / the national authority _____.

Safeguarding report

Date · time · reported by (optional) · role	
Resident(s) involved	
What was seen, heard or disclosed (facts, the resident's words)	
Person(s) alleged responsible (staff, resident, visitor, family, unknown)	
Immediate action to protect the resident (separation, medical care, police if a crime)	
Reported to (name, time) · external body notified (which, when)	
Resident informed and supported ☐ · family / representative informed ☐ (unless implicated)	

Adapted from WHO elder abuse guidance and the Care Act (England) safeguarding principles (OGL).

ASF standards: LTC Standard 1 — safeguarding (policy, reports, staff training); Universal Floor; Sentinel Event Policy