# Appendix A - A Proforma for Recording Escalation, Challenge and Conflict Resolution between Practitioners or Agencies

This proforma could be used from Stage 2 onwards and stored in accordance with your agency’s record-keeping procedures.

The form must be sent to the relevant agency via email at the appropriate stage.

At Stage 4, it should be submitted to the relevant agency and copied to Buckinghamshire Safeguarding Adults Board (BSAB) - [bsab@buckinghamshire.gov.uk](mailto:bsab@buckinghamshire.gov.uk)

**Checklist**

* Have you consulted a supervisor/manager, to seek advice about resolving your concern?
* Have you made clear initial attempts to resolve the problem at the lowest possible level?
* Did the supervisor/manager raise the concerns with their equivalent in the other agency?
* If this did not resolve the concerns, has the Operations Manager or Named Safeguarding representative attempted to resolve the professional differences through discussion?
* If this did not resolve the professional differences, are you seeking a meeting between the agencies concerned convened by the Independent Chair?

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of adult at risk:** | |  | |
| **Summary of reason for dispute – include views of all agencies concerned** | |  | |
| **Agreed outcomes or actions if satisfactorily resolved / agreed next steps including escalation to next stage if unresolved** | |  | |
| **Please indicate who this information is being copied to** | |  | |
| **Stage at which resolution achieved:** | **Time taken to reach resolution:** | **Additional Notes:** | |
|  |  |
| **Signature of party** | | **Name:** |  |
| **Job Title:** |  |
| **Agency:** |  |
| **Date:** |  |
| **Signature of party** | | **Name:** |  |
| **Job Title:** |  |
| **Agency:** |  |
| **Date:** |  |