**Pan Berkshire Safeguarding Adults Policy and Procedures**

**Request for Amendment**

The Pan Berkshire Safeguarding Adults Policy and Procedures are reviewed and amended twice yearly by the Pan Berkshire Safeguarding Adults Policy and Procedures Group. All proposed changes are endorsed by the multi agency safeguarding adults arrangements for Bracknell Forest, Windsor & Maidenhead, Slough and the West of Berkshire prior to publication.

All partners share a responsibility to maintain the accuracy of the Policy and Procedures and support the review process by submitting evidence based proposals for amendments. If you are aware of a section that requires updating, please complete this template and send to the named person in your area (see below). Legal advice may be required for any major amendments to the Policy and Procedures.

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| --- | --- | --- | --- | --- |
| Date: |  | | | |
| Name: |  | | Organisation: |  |
| Tel no: |  | | Email: |  |
| Section and paragraph number: | |  | | |
| Proposed change to wording: | |  | | |
| Evidence behind proposed change *e.g. change to local processes, national legislation etc.* | |  | | |
| Any further information: | |  | | |

Please send this form to the named people in your area

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