

# **Guidance for People in Positions of Trust (PIPOT)**

**Version 4** 

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# **Version Control**

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V2	June 2020	KBSP Business Unit	Rebranding - KBSP
V3	September 2020	KBSP JSBU PPO	Full review of policy all references to Adult Safeguarding Board replaced with KBSP and its reporting arrangements.

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#### Introduction

The Care Act 2014 and Statutory Guidance requires the Keeping Bristol Safe Partnership (KBSP) to establish and approve a framework and process to respond to allegations and issues of concern that are raised about a person who may have harmed or who may pose a risk to adults.

This guidance applies to concerns and allegations about:

- ➤ A person who works with adults with care and support needs in a position of trust, whether an employee, volunteer or student (paid or unpaid); including those employed by adult as Personal Assistants (PA's)
- Where those concerns or allegations indicate the person in a position of trust poses a risk of harm to adults with care and support needs.

These concerns or allegations could include, for example, that the person in a position of trust has:

- Behaved in a way that has harmed or may have harmed an adult or child.
- Possibly committed a criminal offence against, or related to, an adult or child.
- Behaved or may have behaved in a way that indicates they may pose a risk of harm to adults with care and support needs.

This guidance does not cover complaints or concerns raised about the quality of the care or professional practice provided by the person in a Position of Trust (PIPOT). Concerns or complaints about quality of care or practice should be dealt with under the relevant agency or individual complaint, competence or representations processes.

# Legislative & policy framework

#### **Equalities statement**

In the formulation of this guidance, we acknowledge duties under the Equality Act 2010 and our general and specific duties under the Public Sector Equality Duty. These General duties include:

- 1. Eliminate discrimination, harassment, victimisation, and other conduct that is prohibited by the Equality Act 2010.
- 2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- 3. Foster good relations across all protected characteristics between people who share a protected characteristic and people who do not share it.

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#### **Legislation & policy**

This guidance has been produced in conjunction with the Care Act (2014) and Statutory Guidance. The KBSP supports the six principles of adult safeguarding first introduced by the Department of Health in 2011, and now included in the Care Act which are:

- Empowerment People being supported and encouraged to make their own decisions and informed consent
- 2. Prevention It is better to act before harm occurs.
- 3. Proportionality The least intrusive response appropriate to the risk presented.
- 4. Protection Support and representation for those in greatest need.
- Partnership Local solutions through services working with their communities.
   Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- 6. Accountability Accountability and transparency in safeguarding practice.

This guidance acknowledges the Data Protection Act (1998) and GDPR, Human Rights Act (1998) and Employment legislation. The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping adults or children and young people safe.

#### Information sharing

Practitioners should be confident of the processing conditions, which allow them to store, and share, the information that they need to carry out their safeguarding role. Information which is relevant to safeguarding will often be data which is considered 'special category personal data' meaning it is sensitive and personal.

Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 includes 'safeguarding of children and individuals at risk' as a condition that allows practitioners to share information without consent.

Information can be shared legally without consent if a practitioner is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place an adult or child at risk.

Relevant personal information can be shared lawfully if it is to keep an adult or child at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.

Decisions on sharing information must be justifiable and proportionate, based on the potential or actual harm to adults or children at risk and the rationale for decision-making should always be recorded. The KBSP information sharing procedure should be referred to and followed with regards to the sharing of information that is

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justifiable and proportionate based on an assessment of the potential or actual harm to children or adults at risk.

This guidance also recognises the interfaces with other processes such as <u>Local</u> <u>Authority Designated Officer</u> (LADO), Disclosure and Barring (DBS) and Fitness to Practice referrals. Further policies relating to safeguarding adults in Bristol can be found on the <u>KBSP website</u>.

#### **KBSP Member Responsibilities & Designated Lead Officers**

KBSP partner organisations may choose to appoint a Safeguarding Adults Lead Officer where it is proportionate to their involvement in and responsibility for adult safeguarding. The Lead Officer should be of sufficient seniority within the organisation to be able to make decisions on behalf of their organisation and to challenge policy or practice issues.

The Lead Officer should provide expertise and oversight when managing allegations in relation to 'People in a Position of Trust' (PIPOT) who may pose a risk to adults with care and support needs. PIPOT are defined as those who work with vulnerable people including children, young people and adults as an employee, volunteer or student in a paid, unpaid or a voluntary basis.

#### The role and responsibilities of all Safeguarding Adults Lead Officers is to:

- Manage and have oversight of individual complex cases
- Co-ordinate allegations made or concerns raised, about a person, whether an employee, volunteer or student, paid or unpaid
- Promote partnership working and keep in regular contact with their counterparts in partner organisations
- Assess and highlight the extent to which their own organisation prevents abuse and neglect taking place
- Provide advice and guidance within their organisation, liaising with other agencies as necessary
- Monitor the progress of cases to ensure that they are dealt with as quickly as possible, are consistent with a thorough and fair process
- ➤ Ensure systems to support and provide regular updates to the employee in respect of the investigation. Care must be taken to not breach the right to a fair trial in Article Six of the European Convention on Human Rights as incorporated by the Human Rights Act 1998
- ➤ Ensure appropriate recording systems and that these provide a clear audit trail about the decision-making process and any recommendations arising from the investigation and subsequent actions
- Ensure the control of information in respect of individual cases is in accordance with accepted Data Protection and confidentiality requirements.

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# Specific responsibilities of the Local Authority Safeguarding Adults Lead Officer

The local authority Safeguarding Adults Lead Officer will work closely with the Children's Services LADO including those from other areas where appropriate, to ensure timely sharing of information and development of best practice.

The Local Authority Safeguarding Adults Lead Officer role has a distinct role in the following circumstances:

- ➤ To provide management and oversight of the coordination of formal enquiries that are made about a 'person in a position of trust'.
- Ensure that risks potentially posed by the 'person in a position of trust' are appropriately managed, alongside the specific safeguarding needs of the adult at risk.

All KBSP member organisations (whether they have a nominated Safeguarding Adults Lead Officer or not) are responsible for assessing the risk in the context of their service. Only the employer has the power to suspend an employee, redeploy them or make other changes to their working arrangements, and so must be responsible and accountable for the decision reached. Similarly, only student bodies can change the terms of their arrangements with students.

This guidance sets out the framework for how concerns should be reported and responded to. The risk management arrangements section of this guidance should be read alongside each organisation's own policies and procedures to assist good practice in decision making. It should not be read or used as a substitute for the organisation's own policies and procedures.

#### Raising a Safeguarding Concern

If you have identified an adult with care and supports needs who is experiencing abuse or neglect or is at risk of abuse or neglect, your priority is to make them safe (including reporting to the Police if immediate action is required). Not all situations require reporting to the local authority as a safeguarding concern including: if the impact on the person is low and you are satisfied that the abuse will not continue, and you have taken any relevant action (Accountability and Proportionality).

If you are not raising a concern, it is advisable for you to make a record of the rationale for your decision and what action you have taken. A recording template for this is available for use at Appendix 1 of this document.

If you employ someone (or have a volunteer) who has harmed an adult with care and care and support needs or poses a risk of abuse or neglect (current or historic) and you are likely to be using your disciplinary policy, you must raise a safeguarding

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concern, as the local authority has a responsibility to retain oversight on how position of trust matters are dealt with (Partnership and Accountability).

If you identify a historic concern, you must consider:

- ➤ Is there a potential current risk of harm to the adult or other adults? Where there is a current or potential risk posed by people working in a professional capacity with adults with care and support needs, you must raise a safeguarding concern. If there is no continuing risk to the adult, consider completing a "Record for alternative actions" to evidence your decision making. (Appendix 1)
- ➤ Does it require criminal or other enquiry through a parallel process (e.g. complaints, inquests, regulatory, commissioning, health and safety investigations)?

In cases where an adult has died or suffered serious abuse or neglect and the cause is not clear, a safeguarding concern should be raised. In some circumstances, it will be appropriate to call the Police.

In cases where an adult has died or suffered serious abuse or neglect, and where there is concern that agencies should have worked more effectively to safeguard the adult, there is a statutory requirement for the Safeguarding Adults Board to undertake a <u>Safeguarding Adults Review</u> under <u>Section 44 of the Care Act.</u>

If you are not sure whether to raise a safeguarding concern, please e-mail <u>safeguardingadults@bristol.gov.uk</u> and someone to call you back to discuss the case.

To raise a concern you must complete the <u>online form</u> with as much detail as possible in order to ensure the team understand the impact of the alleged abuse or neglect and take proportionate action. Keep a record of the information you have provided Once the Adult Safeguarding Team has received this they will review and may contact you for further clarification. You must be prepared to be answer questions including:

- Whether the adult knows about the concern and what their views are
- The signs of abuse or neglect (including self-neglect) and why you think it is on-going
- What impact it is having on the person
- What you have done to reduce the risk to the person

#### **Managing Allegations**

Where a local authority has reasonable cause to suspect that an adult (aged 18 years or more) in its area (whether ordinarily resident there or not) -

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- has needs for care and support (whether the authority is meeting any of those needs or not),
- > is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The local authority must make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult's case and, if so, what and by whom.

The Local Authority Safeguarding Adults Lead Officer will need to make enquiries (or cause them to be made) with relevant parties, such as the police and clinical commissioning groups and the Local Authority Designated Officer (LADO), to enable them to understand the nature of the concerns, share information and assess the risk.

The Local Authority Safeguarding Adults Lead Officer will need to review the findings of those enquiries, decide about disclosure, and agree the actions to be taken and by whom.

Where a formal enquiry is being undertaken the assessment and management of risk posed by a 'person in a position of trust' will be an important element of strategy discussions/meetings, the formal enquiry and case conference discussions/meetings.

Where a formal enquiry is not being undertaken within the safeguarding adult's procedure, the Local Authority Safeguarding Adults Lead Officer may, if required, convene a Managing Concerns Meeting to assess and determine the actions required to manage the risk posed by a 'person in a position of trust'. These meetings may need to include Care Quality Commission, other Safeguarding Adults Lead Officers, the Local Authority Designated Officer (LADO), commissioning, contracts, police and other relevant parties, as appropriate.

### Other considerations in managing allegations

This section outlines key responsibilities to be considered in responding to the concerns raised. These should be applied with proportionality and professional judgement taking into consideration the nature and seriousness of the concerns.

#### Informing the employer/ organisation

In situations where there are concerns relating to the behaviour of a 'person in a position of trust' during their work, the employer must be informed.

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In circumstances where the concerns have arisen from the person's personal or private life, or in another work setting, the decision to share information with an employer/student body must be justifiable and proportionate, based on the potential or actual harm to adults at risk. The rationale for decision-making should be recorded.

In deciding whether the information should be shared, it is necessary to consider the key question of 'whether the person has behaved or may have behaved, in a way that means their suitability to undertake their current role or to provide a service to adults with care and support needs should be reviewed'.

The following factors should be considered, but are not exhaustive:

- Nature and seriousness of the actions/behaviour
- The context within the actions/behaviour occurred
- Frequency or patterns of actions/behaviour
- ➤ Nature of the person's access/role with adults at risk
- > The potential impact on an adult with care and support needs

Unless it puts the adult at risk or a child in danger, the 'person in a position of trust' should be informed that the allegation against them will be shared with their employer/student body. The person who is being considered as a possible source of risk should be offered a right to reply. Wherever possible, seek their consent to share information, advising what information will be shared, how and who with. Each case must be assessed individually as there may be rare cases when informing the person about details of the allegation may increase the risks to the adult or child at risk.

Wherever possible, the individual concerned should be given the opportunity to inform their employer/student body themselves. There may however be some occasions where the immediacy and nature of the risk does not allow for this. The Local Authority Safeguarding Adults Lead Officer will need to ensure that the appropriate information has been shared with the organisation to enable them to assess risk and review the suitability of the person working with adults with care and support needs, and any other actions required.

#### Police Involvement

If the concerns about the behaviour of a 'person in a position of trust' involve possible criminal offences to either an adult or child, liaison with the police is necessary to determine the need for a criminal investigation.

When the police are undertaking criminal investigations, they have a common law power to disclose sensitive personal information to relevant parties where there is an urgent 'pressing social need'. A pressing social need might be the safeguarding or protection from harm of an individual, a group of individuals, or society at large. This could include informing a relevant employer/student body about criminal

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investigations relating to their employee/volunteer/student where this has been assessed as necessary and appropriate in a particular case.

The Local Authority Safeguarding Adults Lead Officer may need to liaise with the police where such disclosures, have been made, and the organisation to whom they have been made, to determine what additional actions are required, and by whom.

#### Allegations concerning children and young people

Where a concern has been raised about a 'person in position of trust' who may pose a risk of harm to his/her own children, or other children/young people during their private life, information must be shared with children services without delay.

If the person may pose a risk to children/young people in the course of their work, paid or unpaid, information must be shared with the <u>Local Authority Designated</u> <u>Officer (LADO)</u> without delay.

#### Informing commissioner/ contracts management

Where the concerns involve a person working in a commissioned service, information must be shared with the relevant commissioning/contracts team. Within their own procedures, commissioning/ contracts teams can act as deemed appropriate to ensure the service has appropriate standards of practice to prevent, and respond to, any future risk of harm.

In accordance with local arrangements, if the 'person in a position of trust' works for the NHS, the Integrated Care Board Safeguarding Adults Lead Officer must be informed, alternatively if the person works for the Police, the Police Safeguarding Adults Lead Officer must be informed.

#### **Informing the Care Quality Commission (CQC)**

Where a concern has been raised about a 'person in position of trust' who is employed or volunteers for a regulated service provider, the CQC must be informed. CQC can act as deemed appropriate within their own procedures to ensure the service has appropriate standards of practice to prevent and respond to any future risks of harm. This includes 'fitness' to practice and the employer's responsibility to safeguard adults at risk.

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#### Informing other local authorities

Where a concern has been raised about a 'person in position of trust', who is employed, volunteers or is a student (paid or unpaid) in another local authority area, information must be shared with the relevant Safeguarding Adults Lead Officer for that local authority area (and if there is also a risk to children, the relevant LADO must also be informed).

#### **Risk management arrangements**

Whilst the Safeguarding Adults Lead Officer may provide advice and guidance, the risk management arrangements are the responsibility of the employer/student body, considering their assessment of the risk, their own internal policies and procedures, and employment law. The Safeguarding Adults Lead Officer should be provided with an assurance of how the risk is being managed.

The following outlines considerations in responding to an assessed risk. This summary of issues is not exhaustive and other responses may be relevant depending on the circumstances of each case.

#### **Review of working arrangements**

The possible risk of harm posed by a 'person in a position of trust' to adults with care and support needs will need to be assessed and managed effectively, considering the nature and seriousness of any allegation, harm to any patients/service users, and the risk of repeated incidents/ongoing behaviour.

In some cases, the employer will need to consider suspending an employee. Suspension should not be viewed as a form of sanction. It is a neutral act and does not imply guilt. People must not be suspended automatically or without careful thought. Employers must consider carefully whether the circumstances of a case warrant a person being suspended until the allegation is resolved. If the person is suspended, the employer should also keep the individual informed about developments in the workplace.

Suspension should be considered in any case where there is cause to suspect:

- an adult with care and support needs is at further risk of abuse or neglect, or
- > the allegation warrants investigation by the Police, or
- > is so serious that it might be grounds for dismissal, or
- the presence of the person in the workplace will interfere with the enquiry/ investigation process.

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Suspension may not be required where there are appropriate alternatives. This may sometimes include changes to working arrangements, such as working in a non-patient/service user contact role whilst the allegations are being investigated. The potential for alternative working arrangements will be determined by the nature of the organisation's structure and services.

Where a person is suspended, they are entitled to know in broad terms the reasons for the suspension. Whilst an individual has the right to respond to allegations or concerns raised, this must be at an appropriate time and care should be taken to ensure information is not shared at the point of suspension that may prejudice a subsequent enquiry/investigation or place any person at additional risk.

#### Disciplinary hearing processes and responsibilities

The need for, and timing of, a disciplinary hearing is a decision for the relevant employer and will depend on the specific circumstances of the situation. Consideration should be given to whether the decisions or findings within any police or safeguarding adults process may potentially affect decision making within the disciplinary process, and vice versa. These decisions will need to be reached on a case-by-case basis.

Disciplinary hearings will be focused on the conduct of the individual as an employee. Decisions reached should, however, also give due consideration to the organisation's responsibility to safeguard children and adults at risk.

Employers who are also service providers or service commissioners have not only a duty to the adult at risk but also a responsibility to act in relation to the employee when allegations of abuse are made against him or her. Employers should ensure that their disciplinary procedures are compatible with the responsibility to protect adults at risk of abuse or neglect.

For these reasons, it is necessary for the disciplinary hearing process to develop an understanding of the safeguarding issues that have emerged during the enquiry/investigation. Reassure itself that it is acting proportionately to the risk of abuse occurring or reoccurring and understand the potential impact of disciplinary decisions on the adult at risk and other service users.

It should also assure itself that staff are safe to work with children and or adults at risk and where needed detail the measures required to provide this reassurance. This includes considering the need to seek advice from their organisation's safeguarding adults lead in relation to the impact of their decisions on an adult at risk and to refer individuals to Professional Regulatory Bodies and to the Disclosure and Barring Scheme, where appropriate.

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#### **Professional regulatory bodies**

If a 'person in a position of trust' is registered with a professional regulatory body and there are concerns about their fitness to practice, the employer/volunteer manager must refer to the professional regulatory body's guidance and consider the need to raise the concern with that professional body.

The main function of each professional regulatory body is to protect the public. To do this they will:

- Set standards for registrants' education and training, professional skills, conduct, performance and ethics
- Keep a register of professionals who meet those standards
- Act when professionals on the register do not meet those standards; and
- Approve programmes which professionals must complete to register with them.
- ➤ A professional regulatory body has a range of actions that can be imposed in cases where professionals do not meet their standards. They can decide to:
- Impose a caution order. The 'caution' will appear against the registrant's name on the register
- Impose a 'conditions of practice order' which is a restriction or conditions on the registrant's registration.
- Suspend registration, this can be for up to one year or make a 'striking-off order', removing the registrant's name from the register.

The principal professional regulatory bodies are:

- Nursing and Midwifery Council www.nmc-uk.org
- ➤ Health and Care Professions Council <a href="https://www.hcpc-uk.org">www.hcpc-uk.org</a>
- General Medical Council www.gmc-uk.org
- General Optical Society www.optical.org
- General Dental Society www.gdc-uk.org
- General Chiropractic Council <u>www.gcc-uk.org</u>
- Royal Pharmaceutical Society of Great Britain www.rpsqb.org.uk
- General Osteopathic Council www.osteopathy.org.uk

Notification to a professional regulatory body is the responsibility of the employer. Where this action has been agreed with the Local Authority Safeguarding Adults Lead Officer, confirmation should be provided to the Safeguarding Adults Lead Officer that the action has been completed. The Safeguarding Adults Lead Officer may also make referrals where the relevant criteria have been met and should do so where it is necessary to ensure an appropriate referral has been made.

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#### **Disclosure and Barring Service (DBS)**

The Disclosure and Barring Service (DBS) can bar a person unsuitable to work with vulnerable people, including children, from working in regulated activity in the future. If a person is barred it becomes an offence for an organisation to knowingly engage that person in regulated activity. Regulated activity is work – both paid and unpaid – with children or vulnerable adults that meets certain criteria.

The legal duty to refer to the DBS applies where a person leaves their role before a disciplinary hearing has taken place following a safeguarding incident and the employer/volunteer organisation feels they would or might have dismissed the person based upon the information they hold.

Employers and managers of people working in 'regulated activity' have a legal duty to make referrals to the Disclosure and Barring Service in certain circumstances. The local authority also has a power to make a referral and should do where it is necessary to ensure the appropriate referral has been made.

In relation to vulnerable people, regulated activity in broad terms includes activities involved in:

- providing health care
- providing personal care
- providing social work
- providing an individual with assistance with cash, bills and/or shopping
- > providing an individual assistance in the conduct of personal affairs
- conveying the person

There is a duty placed on regulated activity providers and personnel suppliers to make a DBS referral in circumstances where they have permanently removed a person from 'regulated activity' through dismissal or permanent transfer (or would have if the person had not left, resigned, retired or been made redundant); because the person has:

- Been cautioned or convicted for a relevant offence; or
- Engaged in relevant conduct in relation to children and/or adult at risk [i.e. an action or inaction (neglect) that has harmed a child or adult at risk or put them at risk of harm]; or
- Satisfied the Harm Test in relation to children and/or adult at risk [eg. there has been no relevant conduct (eg no action or inaction) however a risk of harm to a child or adult at risk still exists.

Where a DBS referral has been agreed with the Local Authority Safeguarding Adults Lead Officer, confirmation should be provided to the Safeguarding Adults Lead Officer that the action has been completed. The Local Authority Safeguarding Adults Lead Officer has the power to make a referral where the 'person in a position of trust' is employed in another organisation and should do so where it is necessary to ensure that the referral has been made. The full up-to-date guidance and definitions

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must be referred to when deciding whether to make a Disclosure and Barring Service referral.

#### Risk Assessment for employment following self-disclosure

Organisations who are recruiting into vacancies may receive applications from or interview an individual who may self-disclose they were dismissed from previous employment due to misconduct. If their previous employer has not contacted DBS, you should seek further information from the employer to establish the details and where necessary contact the Adult Safeguarding lead to discuss if necessary.

Whilst the Safeguarding Adults Lead Officer may provide advice and guidance, the risk management arrangements are the responsibility of the employer/student body, considering their assessment of the risk, their own internal policies and procedures, and employment law. However, an example of an organisational risk management template can be viewed at Appendix 3.

#### Support for the 'person in a position of trust'

Where concerns have been raised that a 'person in a position of trust' may pose a risk to people with care and support needs, the experience is likely to be stressful for them. Alongside the duty of care towards the adult at risk, is the duty of care to the employee, volunteer or student concerned.

The employer/student body will need to provide support to minimise stress associated with the process, this may need to include:

- support for them to understand the procedures being followed
- > updates on developments
- > the opportunity to respond to allegations/concerns
- support to raise questions or concerns about their circumstances.

There may be limitations on the amount of information that can be shared at a particular time in order not to prejudice any enquiry/investigation or place any person at risk. This must be agreed following consultation with the Safeguarding Adults Lead Officer.

There may also be occasions where there is a need to agree changes to the person's working arrangements or to the support provided; any changes should be reported to the Safeguarding Adults Lead Officer.

If the person is a member of a union or professional association or network, he or she should be advised that they may wish to seek support from that organisation. The 'person in a position of trust' may also wish to seek independent advice

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#### **Appendix 1 – Non reporting recording form**

#### Record of Alternative Actions to Raising a Safeguarding Concern

If you have identified an adult with care and supports needs who is experiencing abuse or neglect or at risk of abuse or neglect, your priority is with them, to make them safe. If you are happy that the abuse will not continue, there is no need to raise a safeguarding concern with the local authority, but you may want to record your rationale for this and explain how you have dealt with the situation.

Summarise your discussion with the adult and/or their representative about what has happened to them

Explain what you have done to make the adult safe (including care plan and risk management changes if relevant)?

Explain why you think the abuse will not continue?

For historic issues that requires an alternative response (e.g. criminal investigation, complaints, inquests, regulatory action, commissioning, health and safety investigations), please explain what action you have taken below.

Who have you contacted (include their contact details), why and what your expectations are of them?

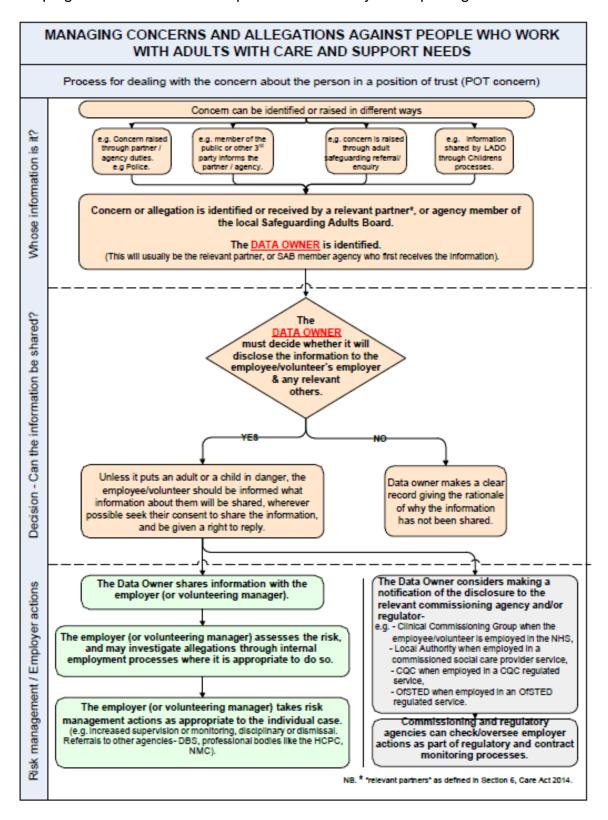
What information has been discussed with the adult and/or their representative?

What support does the adult and/or their representative want to achieve recovery and/or redress?

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#### **Appendix 2 Managing Allegations Flowchart**

Keeping Bristol Safe Partnership Referral Pathway for Reporting concerns for PIPOT



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# **Appendix 3 – Example of risk management template**

Risk Assessment	Date completed:			
Name of		Name of		
Organisation		employee		
Address		Address		
_				
Person		Contact details		
completing this				
form		D ( CD: 4)		
Contact details		Date of Birth		
Data concern		Data ampleyment		
Date concern was raised		Date employment started		
Details of		Starteu		
concern who,				
what, when ,				
where, how ?				
Does the concern	Yes No (If YES the following Risk Assessment & Action Plan			
pose a risk to		NO sign and date this docu		
adults who, what	If YES, Details of concern:			
when, where,	·			
how				
IE NO				
IF NO	Sign	Date	Sign Date:	
			:	
Dial Assess			:	
Risk Assessment	Date completed:		:	
Specific Risk	Date completed: Risk to who?	When ?	Level ? ( Low,	
		When ?		
Specific Risk		When ?	Level ? ( Low,	
Specific Risk		When ?	Level ? ( Low,	
Specific Risk		When ?	Level ? ( Low,	
Specific Risk		When ?	Level ? ( Low,	
Specific Risk		When ?	Level ? ( Low,	
Specific Risk details	Risk to who?	When ?	Level ? ( Low,	
Specific Risk details  Action Plan	Risk to who ?  Date completed:		Level ? ( Low, meduim high)	
Specific Risk details	Risk to who?	When?	Level ? (Low,	
Specific Risk details  Action Plan	Risk to who ?  Date completed:		Level ? ( Low, meduim high)	
Specific Risk details  Action Plan	Risk to who ?  Date completed:		Level ? ( Low, meduim high)	
Specific Risk details  Action Plan	Risk to who ?  Date completed:		Level ? ( Low, meduim high)	
Specific Risk details  Action Plan	Risk to who ?  Date completed:		Level ? ( Low, meduim high)	

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Outcome	
Confirmation	
(details	
agreed/confirmed)	
Further/Next	
Steps Plan (If	
needed)	
Date to be	
reviewed	
Signature	
Date	

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# **Appendix 4 – Useful contacts and sources of additional guidance**

#### **Useful Contacts:**

**Disclosure and Barring Service** 

Social Work England

Health and Care Professionals Council

Nursing and Midwifery Council

**General Medical Council** 

**General Dental Council** 

UK Council for Psychotherapists.

The Care Quality Commission.

To make a referral to (or request advice from) the Bristol Adult Social Care PIPOT lead please e-mail <a href="mailto:safeguardingadults@bristol.gov.uk">safeguardingadults@bristol.gov.uk</a>.

For advice and/or referral to the children's LADO please call T 0117 9037795 or email <a href="mailto:childprotection@bristol.gov.uk">childprotection@bristol.gov.uk</a>.

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