**Allegations against People in a Position of Trust**

**Referral Form to HSAB **

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| **Safeguarding Adults Concerns:**  **Please note:** If you have a concern that a specific person with care and support needs is at risk or is experiencing abuse or neglect:   * Follow the HSAB Procedure at [Hertfordshire Safeguarding Adults Board | Hertfordshire County Council](https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/hertfordshire-safeguarding-adults-board/hertfordshire-safeguarding-adults-board.aspx) * Report your concern via [Safeguarding referral (hertfordshire.gov.uk)](https://hcsportal.hertfordshire.gov.uk/web/portal/pages/SAFA#hInstructions) |

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| **Allegations against People in a Position of Trust:**  If you have a more general concern, that there is a person in a position of trust that may pose a risk to adults with care and support needs; then follow the guidance [Allegations against people in a position of trust](https://trixcms.trixonline.co.uk/api/assets/hertfordshireadultsg/e2ee7e07-803f-4cb4-b1be-959974d23fe4/allegations-against-people-in-a-position-of-trust.pdf)  A person in a position of trust is an employee, volunteer or student who works with adults with care and support needs. This work may be paid or unpaid.  Examples of such concerns could include allegations that they have:   * 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 towards an adult or child in a way that indicates they may pose a risk of harm to adults with care and support needs   **What you should do:**  **If** you are an organisation i.e. employer, volunteer manager, student body, of the person in a position of trust:  **You must assess and manage risk** as set out in the guidance Allegations against people in a position of trust. If the person also works for another organisation, you will need to consider the need to share information to protect people in that service.  **Report your concerns to Hertfordshire Safeguarding Adults Board**   * Ifyou are not the person’s employer, volunteer manager, student body; or * If the concerns are in relation to a personal assistant, employed by a person with care and support needs, or * If you need additional advice and support in relation to allegations against people in positions of trust   Complete and email this form to: [AdminHSCPHSAB@hertfordshire.gov.uk](mailto:AdminHSCPHSAB@hertfordshire.gov.uk) |

**About the Referrer**

Before you start, if the person’s employer has been advised of these allegations please refer to the guidance: Allegations against people in a position of trust.

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| --- | --- |
| Date of Referral: |  |

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| --- | --- |
| Name of Referrer: |  |
| Referrers Job title: |  |
| Referrers Organisation: |  |
| Referrers phone number: |  |
| Referrers email address: |  |

**About the Person in a Position of Trust**

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| Full name: |  |
| Date of Birth/Age: |  |
| Gender: |  |
| Home address (if known): |  |
| Is the person aware of this referral? |  |

**What role does the Person in a Position of Trust have, that raises concerns:**

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| --- | --- | --- |
| Details of the PIPOT’s role | Employee  Volunteer  Student in training |  |
| Job title/Role |  | |
| Outline of their responsibilities |  | |
| Please outline the care and support needs of people they support |  | |

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| Details of the employer / volunteer organisation / student body |  |
| Organisation name |  |
| Organisation’s address |  |
| Organisation’s phone number |  |

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| --- | --- |
| If the person has more than one position of concern; please use this space to provide this additional information |  |

**What are the risks to adults with care and support needs**

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| --- | --- | --- |
| **Tick all that apply** |  | **Please describe** |
| Physical abuse |  |  |
| Financial abuse |  |  |
| Sexual abuse |  |  |
| Psychological abuse |  |  |
| Neglect or acts of omission |  |  |
| Discriminatory abuse |  |  |
| Domestic abuse |  |  |
| Modern slavery |  |  |
| Something else? |  |  |

**What is the evidence for these risks to adults with care and support needs?**

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| What has happened? |  |
| How do you know this? |  |
| Was someone harmed? Who? How? |  |
| When did this happen? |  |
| Was there some form of investigation? |  |
| Were the police informed? |  |

**Risks to children (If applicable)**

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| Is there a risk to a child/children? |  |
| What is the risk and to whom? |  |
| Does the person work with children and if so have you informed the LADO in the relevant local authority? |  |

**What has been done already?**

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| What (if any) actions have already been taken, in relation to the risk posed by the person in a position of trust? |  |