**Appendix D: Framework for the management of allegations against people in positions of trust (PiPoT) – Meeting Template**

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| **Purpose of Meeting** |
| Statement of confidentiality  This meeting/conference is held under the Pan Berkshire Safeguarding Adults Framework for the management of allegations against people in positions of trust (PiPoT). The matters raised are confidential to the members of the meeting/conference and the agencies that they represent and will only be shared in the best interests and with consent where it is appropriate to obtain it.  To discuss the action required when an employee or volunteer who works with adults with care and support needs has;   * Behaved in a way that has harmed a child or vulnerable person, or may have harmed a child or vulnerable person; * Possibly committed a criminal offence against or related to a child or vulnerable person; or * Behaved towards a child, children or vulnerable person in a way that indicates they may pose a risk of harm to adults with care and support needs. * Behaved or may have behaved in a way that indicates they may not be suitable to work with adults with care and support needs. |
| **Part 1 - Information sharing** |
| * Details of the allegation/concern * Details of the person’s role with adults with care and support needs and employment history, previous concerns * Details of the person’s family circumstances /children / adults with care and support needs * Details of any police involvement or criminal offences * Details of any adult safeguarding enquiries or background information |
| **Part 2 – Discussion and evaluation of the information** |
| * What are we worried about? * What is complicating the situation? * What is going well? * Is there sufficient information to conclude the allegation at this stage? * If not, is further investigation required to determine the outcome of the allegation? * Is there an associated sec 42 enquiry – if not, should there be? * Is there evidence of criminal behaviour, behaviour which may pose a risk to adults with care and support needs? * Is the person in any other role with adults with care and support needs formally or informally? |
| **Part 3 - Decisions and Action Plan** |
| * What needs to happen? * Is there a role for the police; adult’s services or a workforce issue to follow up? * Should the person be suspended? * Should other action be taken? * Agree an action plan and review date. |

**END**