

Wigan Safeguarding Adults Board

Multi Agency Guidance for dealing with
allegations against People in Positions of Trust
(PiPoT)



Our Mission:

Working together with our communities,
helping people live safer, happier lives.



**Wigan
Safeguarding
Adults
Board**

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Introduction

This document must be read in conjunction with [Wigan Safeguarding Adults Board \(WSAB\) Multi agency Safeguarding Adults policy and procedures](#) which sets out the legal responsibilities of how organisations work together to safeguard adults.

[Care and Support Statutory Guidance](#) (section 14.120 – 14.132) established the requirement that all relevant Safeguarding Adults Board (SAB) partners (employers, student bodies and voluntary organisations) must have policies and procedures in line with those of Safeguarding Adults Boards for responding to concerns against any person who works with adults, in either a paid or unpaid capacity, in positions of trust. This applies to all organisations commissioned to provide services by them, so they respond appropriately to allegations made.

Where a concern is raised, it will be necessary for the employer, student body or voluntary organisation to assess any potential risk to adults who use their services and consider how to respond to allegations and concerns.

As this is an overarching framework, individual organisations will be responsible for providing detailed guidance for staff reflecting any organisational requirements and standards that must be followed.

There should be a clear distinction between:

- A concern/allegation about abuse or neglect by a professional, or volunteer – this should be managed via these procedures
- A concern about the quality of care or practice provided by the person in a position of trust, that do not meet the criteria for a safeguarding enquiry – this should be raised as a quality issue initially to management within the organisation
- Or a complaint – which needs to be dealt with via the organisation's own complaints procedure

This guidance provides the framework for how concerns and allegations against people working with adults with care and support needs should be notified and responded to. There are occasions when incidents are reported that do not involve adults with care and support needs, but indicate, nevertheless, that a risk may be posed to adults with care and support needs by a person in a position of trust.

This process provides assurance to the Wigan Safeguarding Adults Board that all relevant partners:

- respond to concerns raised and balance the rights of individuals to whom concerns have been raised
- share information based on the principles of justification and proportionality

- work closely with other relevant partners, Position of Trust Leads and Children's Local Authority Designated Officer (LADO)
- consider any transferability of risk, e.g. behaviour in their personal life to their work life.

For the remainder of this protocol, a 'concern' relates to either a concern and/or an allegation and 'people in a position of trust' will be referred to as PiPoT.

As with all adult safeguarding work the six principles underpinning the Care Act 2014 should inform this area of activity:

Empowerment – People being supported and encouraged to make their own decisions and informed consent

Prevention – It is better to take action before harm occurs

Proportionality – The least intrusive response appropriate to the risk presented

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

Accountability – Accountability and transparency in safeguarding practice

Who is a Person in Position of Trust?

A person can be considered to be in a 'position of trust' when they are likely to have contact with adults with care and support needs as part of their employment or voluntary work, and

- Where the role carries an expectation of trust and
- The person is in a position to exercise authority, power or control over an adult(s) with care and support needs (as perceived by the adult themselves).

Positions of trust may include, but are not limited to, any staff working on behalf of:

- Social care
- Health services
- Police and criminal justice
- Housing
- Education
- Advocacy
- GPs
- Private and Voluntary Sector
- Agency and Bank Workers

- Religious/Faith Leaders
- Commissioning Services

PiPoT Concern

Where PiPoT concerns are raised about someone who works with adults with care and support needs, it will be necessary for partners to assess any potential risk to other adults who use their or other services and, if necessary, to take action to safeguard those adults.

Examples of such concerns could relate to a person who works with adults with care and support needs who has:

- Behaved (or alleged to 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/s or child
- Otherwise behaved towards an adult with care and support needs or in a way that indicates they are unsuitable to work with adults with care and support needs
- Their conduct has raised concern as to their suitability to act in a position of trust.
- Behaved in a way which questions their ability to provide a service to an adult with care and support needs which must be reviewed e.g. relevant convictions against someone who is not an adult with care and support needs
- A person is the subject of a formal safeguarding enquiry into allegations of abuse or neglect which have occurred in one setting and there are concerns that the person is employed, volunteers or is a student in another.

Partner agencies and the service providers they commission are individually responsible for ensuring that information in relation to PiPoT concerns is shared and escalated outside of their organisation in circumstances where this is required, and it should be proportionate and appropriate with decisions made on each individual case.

Legal Framework

Care Act 2014

[Care and Support Statutory Guidance](#) (section 14.120 – 14.132)

Data Protection Act 2018 and the General Data Protection Regulations

Please see [Confidentiality & Information Sharing](#)

The Crime and Disorder Act 1998

States any person may disclose information to a relevant authority under Section 115 of the Act:

“Where disclosure is necessary or expedient for the purposes of the Act (reduction and prevention of crime and disorder)”

The Human Rights Act 1998

Ensuring that actions taken respect individual rights, such as privacy and fair treatment, while balancing these against the rights and safety of others and the public interest.

Employment Legislation

Informing employer responsibilities in managing risk, conducting investigations, and ensuring fair treatment of staff.

Common Law Police Disclosure

Please see [Criminal allegations](#)

Applying this Framework in practice

Whilst PIPOT concerns may be raised through safeguarding processes, concerns may also come to light through other routes, including complaints, regulatory inspections, audits and quality systems, staff grievances, ‘whistleblowing’, social media, disciplinary and performance procedures. Organisations must have effective systems for identifying allegations from these different sources and the organisation’s safeguarding lead(s) covering both children and adults must be informed about any safeguarding concerns relating to people in a position of trust.

Upon informing safeguarding leads a risk assessment should be completed to reflect this conversation and identified risks including rationale as to next steps.

Of note consider whether the allegation or concern(s) indicates a criminal offence has occurred or may occur. If so, the allegation or concern must be reported to the Police; early liaison with Police should take place to agree next steps and to avoid contamination of evidence; if a criminal investigation is required, this may take primacy over an agency or organisation’s internal investigation.

If a PIPOT is alleged to have abused or harmed an adult with care and support needs, or may pose a risk of abuse to an adult with care and support needs, it is essential that the concerns are appropriately reported to the local authority in line with [Wigan Safeguarding Adults Board Safeguarding policy and procedures](#).

[Click here to report concerns to the local authority.](#) In Which case PIPOT cases will be monitored as part of the s.42 processes.

Please see [appendix 1](#) & [appendix 2](#) flow charts

Confidentiality & Information Sharing

Wigan Safeguarding Adults Board is committed to safeguarding adults and children at risk. Where concerns arise about a person in a position of trust, information may need to be shared to ensure risks are appropriately assessed and managed.

UK Data protection legislation does not prevent the sharing of information relating to Safeguarding concerns however below are important points to cover:

Key Principles

- ✓ Information sharing must be lawful, proportionate, and necessary.
- ✓ Decisions should be based on the potential or actual harm to individuals.
- ✓ All decisions and the rationale must be clearly recorded.

When to Share Information

Information should only be shared:

- ✓ When it is relevant and necessary, not excessive.
- ✓ With those who need to know to manage risk.
- ✓ At the appropriate time, based on safeguarding need.

Legal Framework

Under the Care Act 2014, UK GDPR and the Data Protection Act 2018, safeguarding information may include special category personal data. While consent should be sought where possible, information can be shared without consent if:

- ✓ It is not possible or safe to obtain consent.
- ✓ Seeking consent may place someone at further risk.
- ✓ There is a public interest in preventing harm or abuse.

Public bodies may rely on the public task basis for sharing data. Other organisations may use legitimate interests. Sharing must always be proportionate and limited to what is necessary.

Balancing Rights

A fair balance must be struck between:

- The privacy rights of the person in a position of trust.

- The safety and wellbeing of those at risk.

Where sharing is necessary to prevent abuse or neglect, it must involve no more interference than required to achieve that aim.

Consultation and Notification

Where possible and safe, the individual should be:

- ✓ Consulted before information is shared.
- ✓ Given the opportunity to respond to concerns.
- ✓ Allowed to inform their employer or organisation directly, with follow up to confirm this has occurred.

Consent must be freely given, specific and informed. However, due to potential power imbalances, it may not always be a reliable basis for sharing.

Recording Decisions – [see Record keeping below](#)

Informing Commissioning and Contracts Teams

To gain assurance from organisations not represented at the SAB that robust processes are in place, the Board will look to commissioners to ensure safe working procedures, including the management of allegations, are implemented within the organisations from whom they commission services.

Where the concerns involve a person working in a commissioned service, the relevant commissioning/contracts team should be informed. The commissioning / contracts teams can take action as deemed appropriate within their own procedures to ensure the service has appropriate standards of practice to prevent and respond to any future risk of harm.

For more information and support around information sharing please visit the WSAB website on the following link: [Information Sharing](#) this includes a link to the [Seven Golden rules to Information Sharing](#).

Support for Employees/Volunteers

As well as the responsibility for the safety of adults at risk from persons in position of trust, employers also have a duty of care to their employees. They should ensure that they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the adult and, at the same time, supports the person subject to the concern continuing to work and any other actions that may be required. This could include:

- Support to understand the procedures being followed
- Updates on developments
- Opportunity to respond to allegations/concerns
- Support to raise questions or concerns about their circumstances.

In addition to the above, organisations need to recognise that raising a concern can be distressing. Agencies should offer reassurance and guidance to those who report concerns and protect them from victimisation or retaliation. They may also look to provide emotional or practical support to colleagues, service users, or family members affected by the situation.

Record Keeping

Partner PiPoT policies and procedures should reflect the need to keep a summary of the concerns/allegations, details of how it was followed up and resolved, and a note of actions taken and decisions reached, this should be done in line with the organisation's recording and retention policies and procedures.

As a minimum all decisions must be documented, including:

- The judgement made.
- Reasons for sharing or not sharing.
- Factors considered and their relative importance.

It is recommended that outcomes to PiPoT investigations are recorded in the following manner:

- Substantiated: there is sufficient evidence to prove the allegation
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term therefore does not imply guilt or innocence
- Unfounded: to reflect cases where there is no evidence or proper basis which supported the allegation being made. It may also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all of the circumstances
- False: there is sufficient evidence to disprove the allegation
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

There is a legal requirement for employers to make a referral to the [Disclosure and Barring Service](#) and/or professional bodies where they think an individual has engaged in conduct that harmed (or is likely to harm) a person in a regulated activity, or if a person otherwise poses a risk of harm to another.

For further support on documenting PiPoT cases please see appendixes under [Resources](#) for suggested templates.

Complex Cases

Many PiPoT concerns will be proportionately dealt with through straightforward employment management processes. Other circumstances will be more complex and require appropriate planning at each stage. The stages may include:

1) Identify key stakeholders

These could include:

- The Employer (supervisor/line manager/ HR manager)
- The Commissioner of a commissioned service contract
- The appropriate service regulator (e.g. CQC, Ofsted)
- The Police where there is a criminal concern
- The social worker of an adult with care and support needs
- Children's Services if children are involved
- Other case specific e.g. University representative if a student
- Other safeguarding leads within the board membership
- Legal representatives

2) PiPoT planning discussion / meetings

The relevant PiPoT Lead or Managing Officer within the employing organisation will need to decide on the grounds of urgency and risk the best way to share information, risk assess and plan the lines of enquiry. The options would be a discussion, conference calls or a formal meeting. More complex cases and / or those with many stakeholders are likely to require a meeting.

The planning discussion / meeting should cover the following areas and be clearly recorded:

- Confidentiality agreement
- Legal support and input where required
- Sharing the PiPoT concern and purpose of the meeting
- Information from data controller and attendees
- Risk assessment
- Whether a crime has been committed
- Agree lines of enquiry (who is doing what and by when)
- Identify actions to be taken in respect of adults with care and support needs including flexible care when there is any conflict of interest
- Identify who will support the PiPoT
- Timescales for actions and feedback
- Agree next step and actions.

- 3) If you need support or advice relating to PiPoT you can contact Wigan Adults Social Care safeguarding team via email on dutysteam@wigan.gov.uk. Please title your email as PiPoT ADVICE.

Criminal allegations

If a criminal investigation is being undertaken in relation to an individual's conduct who is in a position of Trust, a decision should be undertaken by Police whether to inform the employing agency under the [Common Law Police Disclosure Scheme](#). This should prompt a discussion within the employing agency to whether the threshold of proceeding down the PiPoT route is met.

Furthermore, employing organisations should make clear within their HR policies that employees in a position of trust are expected to inform their employer when they are subject to a relevant Police investigation.

Whistleblowing

All staff should be made aware of the organisation's whistleblowing policies and feel confident to voice concerns about the attitude or actions of colleagues.

Responsibilities of Partner Organisations

The below outlines the responsibilities of partner organisations as defined in [Section 6 of the Care Act 2014](#), and/or organisations who are members of Wigan Safeguarding Adults Board (WSAB), as well as agencies providing universal care and support services including Universities (if they are a student).

For organisations who are not members of WSAB please refer to the above section on [Informing Commissioning and Contracts Teams](#)

Partner agencies and the service providers they commission are individually responsible for ensuring that information in relation to PIPOT concerns is shared and escalated outside of their organisation in circumstances where this is required, and it should be proportionate and appropriate with decisions made on each individual case.

Each agency should:

- Have a designated lead officer for managing issues relation to positions of trust
- Establish a clear internal allegations management procedure setting out the process, including timescales, for investigation and what support and advice will be available to individuals against whom allegations have been made.
- Ensuring their staff and managers have access to advice, training and guidance

- to enable them to fulfil their responsibilities when responding to allegations
- Respond promptly to allegations in respect of their staff and undertake all necessary action to fulfil their responsibilities when responding to allegations in line with internal process and agreed timescales
 - Monitor progress of cases to ensure that they are dealt with quickly and effectively through a consistent and fair process
 - Ensure appropriate systems are in place to provide regular updates and support to any persons involved in the process. This includes support for the affected individuals, the referrer and the subject of any allegations
 - Ensure prompt referrals are made to the Disclosure and Barring Service (DBS) and/or professional registration bodies, as relevant
 - Ensure appropriate recording systems are in place and maintained to provide a clear audit trail about decision making processes and any agreed actions
 - Ensure that control of information in respect of cases is kept in accordance with UK data protection and internal confidentiality procedures
 - Maintain records of the number and nature of allegations made and use this data to inform future service improvement and development. For WSAB organisations this data should form part of annual/regular assurance reporting.
 - Ensure that support remains flexible and ongoing for persons at risk identified through PiPoT processes who need to receive ongoing safeguarding support. This may include personal health budget approaches or transfer of care to another provider when deemed necessary. For cases where there may be a conflict of interest from health providers, early identification to the ICB is crucial.
 - If a person's conduct towards an adult could impact on their suitability to work with, or continue to work with children, this must be referred to the [local authority's designated officer \(LADO\)](#) without delay.

Safer Employment

As part of the WSAB commitment 'working together with our communities, helping people live safer, happier lives', we have developed some resources supporting organisations to apply safeguarding to the employment journey.

These can be used by recruiting managers, employers, community groups and voluntary organisations.

WSAB would like organisations to be curious about their own organisational culture and their approach to employment, in order to fulfil their responsibilities to keep everyone safe.

We encourage organisations to access support and resources relating to Safer Employment by visiting the following webpage [Safer employment](#)

Escalation

If there is disagreement between agencies they should follow the process set out in the [WSAB Resolution Protocol](#).

Oversight and Monitoring

The Care Act States: [14.130](#) Local authorities should ensure that there are appropriate arrangements in place to effectively liaise with the police and other agencies to monitor the progress of cases and ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

Any cases that present with concerns or delay whilst in the PiPoT process must be reported to WSAB Executive for multi-agency monitoring. In addition, statutory board partners are expected to use the quarterly reporting mechanism to highlight any themes or exceptions to WSAB.

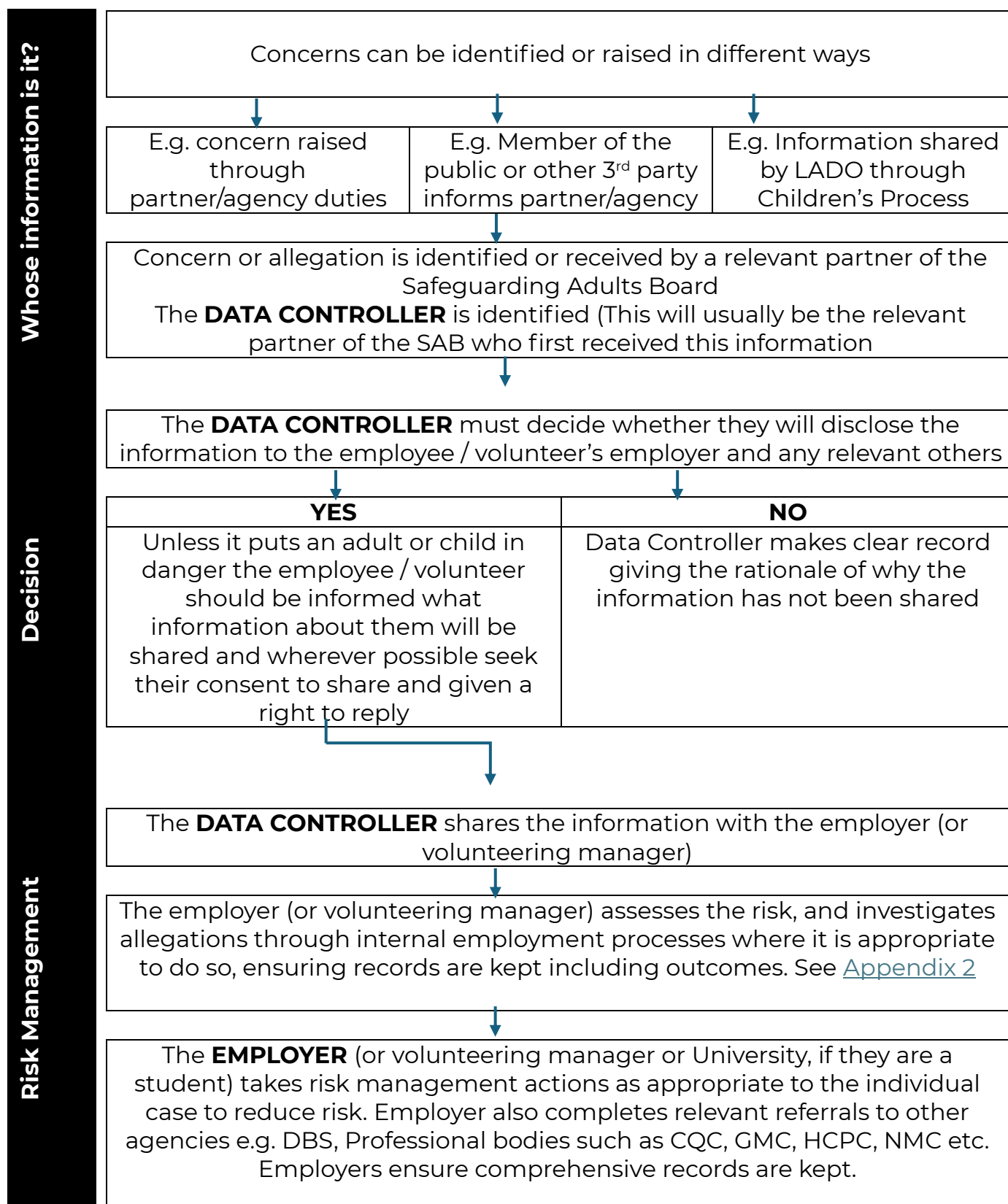
Information for collation we need agencies to track is as below:

1. Job role of PiPoTs
2. Outcome of PiPoTs (e.g. Substantiated)
3. Details and Number of referrals to outside bodies
4. Any common themes

The Wigan Safeguarding Adults Board has a co-ordinating and quality assurance role which we will fulfil through regular Board meetings. WSAB will receive assurance, through the annual self-assessment framework and through the [Quality Assurance Framework](#), that each partner agency has arrangements in place to deal with allegations against a person in a position of trust within their organisation and that these are adequate and functioning effectively. Agencies will need to be able to provide evidence that they have nominated a lead PiPoT person to manage allegations.

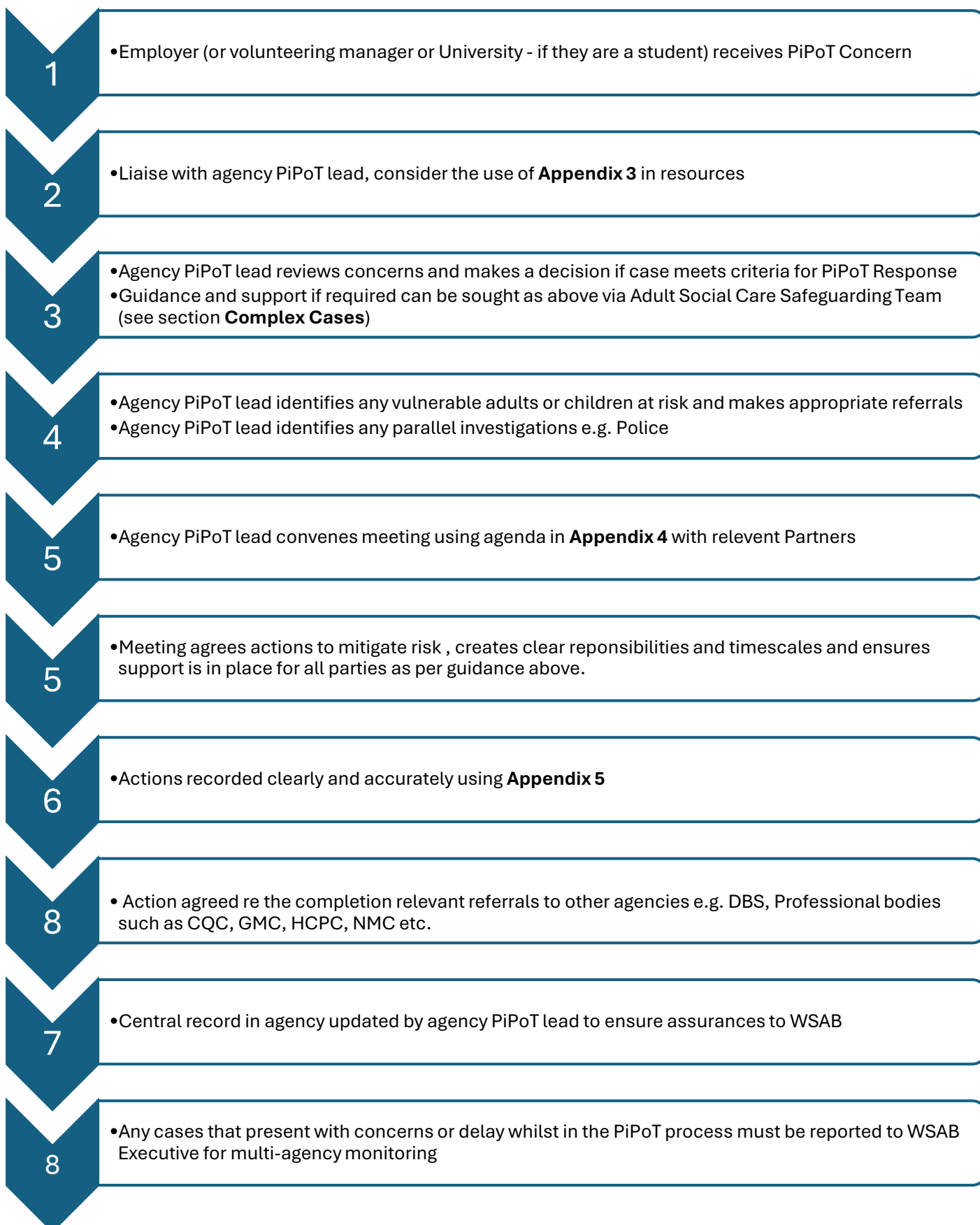
WSAB will in turn maintain oversight of whether these arrangements are considered to be working effectively between, and across, partner agencies in the local authority area. Appropriate cross-organisational challenge should be possible as an important part of this process

Appendix 1 – Information Sharing Flowchart



Please note: the above flow can be followed when a PiPoT Concern is subject to s.42 Safeguarding Referral / Enquiry or Police investigation but close liaison with Adult Social and/or Police is essential to avoid duplication, or contamination of evidence.

Appendix 2 – Managing a PiPoT Case



Resources

[local authority's designated officer \(LADO\)](#) – link to Wigan LADO

[Wigan Safeguarding Adults Board](#)- WSAB Board website

[Wigan Safeguarding Adult's Policy and Procedure](#)

[Information Sharing](#) – WSAB Information Sharing Guidance

[Report abuse/neglect of a vulnerable adult](#) – Link to Wigan Council Referral Page

[Safer employment](#) – link to WSAB Safer Employment page

[UK Data Protection Legislation](#)

[Care and support statutory guidance - GOV.UK](#) – Link to Adult Safeguarding Statutory guidance

[Human Rights Act 1998](#)

[Crime and Disorder Act 1998](#)

[Disclosure and Barring Service - GOV.UK](#)

[WSAB Resolution Protocol](#). – Wigan Safeguarding Adults Board Resolution Protocol

[Common Law Police Disclosure Scheme](#)

[ADASS Top Tips for Directors on dealing with allegations against people in a position of trust \(PiPoT\)](#)

In addition to the above Wigan Safeguarding Adults Board have created supporting templates to assist agencies when dealing with PiPoT Concerns.

Appendix 3: Referral Form

ALLEGATIONS AGAINST PEOPLE WHO WORK IN POSITIONS OF TRUST (PiPoT)

CONFIDENTIAL AND RESTRICTED

Partner Organisations of Wigan Safeguarding Adults Board and Providers the commission may choose to use these forms or those of their own design or other recording systems.

This referral applies to allegations or concerns raised about a person, whether an employee, volunteer or student, paid or unpaid who works with or cares for adults with care and support needs. This form can be utilised for informing agency PiPoT leads of concerns

Date Of Referral	
Referrer details	
Name of referrer:	
Referrer job title:	
Agency:	
Telephone number:	
Email address:	
Workplace address:	

Criteria for PiPoT (tick all that apply):

The PiPoT's own work/voluntary activity (with Adults and/or Children) for example, where a worker or volunteer has been accused of the abuse or neglect of an Adult who may have care and support needs, or a child/young person	
The PiPoT's life outside of work i.e. concerning adults with care and support needs in the family, social circle for example, where a person is accused of abusing his older mother and he also works as a domiciliary care worker with adults with care and support needs. Or where a person is convicted of grievous bodily harm and also works in a residential home for people with learning disabilities	
The PiPoT's life outside of work i.e. concerning risks to children and young people, the individual's own children or other children	

for example where a woman who works in-a host authority with women who suffer domestic abuse and lives in the neighbouring authority is subject to child protection procedures involving her own children due to domestic abuse by her husband

And the person has (tick all that apply):

Behaved (or alleged to 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/s or child	
Otherwise behaved towards an adult with care and support needs or in a way that indicates they are unsuitable to work with adults with care and support needs	
Their conduct has raised concern as to their suitability to act in a position of trust.	
Behaved in a way which questions their ability to provide a service to an adult with care and support needs which must be reviewed e.g. relevant convictions against someone who is not an adult with care and support needs	
A person is the subject of a formal safeguarding enquiry into allegations of abuse or neglect which have occurred in one setting and there are concerns that the person is employed, volunteers or is a student in another.	

Details of Adult about whom the allegations / concerns are raised.

Name:	
Date of birth:	
Home address (also list other addresses if different):	
Employer:	
Job title:	
Current Employment Status:	Employed / Self Employed / Volunteer / Unemployed / Student
Does the Person in Position of Trust have a Professional Registration? (e.g NMC, HCPC, GMC, Social Work England, Teachers regulations etc.)	
Is the individual employed to provide care and support? If so, at what location?	

Details of Alleged Incident	
Date/s of Alleged Incident	
Location/s of Alleged Incident	
Allegation	
Is the employee / student aware of the allegation?	
Have the police been made aware of the allegation? (if so provide any details you have e.g. Incident/Crime reference)	
Has the incident been referred to the Disclosure and Barring Service (DBS) or other professional body at this time?	

Details of alleged victims/s	
Full Names and DOB	
Current / Previous service involvement eg. Are they currently in receipt of support?	
Relationship with Person in Position of Trust	

Please provide names of key individuals whom the PiPoT lead will need to consider to be involved in further PiPoT meetings

Name and Job Role	Organisation	Telephone Number	Email Address	Relationship to Allegation

Appendix 4: PiPoT Meeting / Discussion Agenda

ALLEGATIONS AGAINST PEOPLE WHO WORK IN POSITIONS OF TRUST (PiPoT)

CONFIDENTIAL AND RESTRICTED

Chair will be the PiPoT lead from the partner agency

Date	
Time	
Venue	
Chair	
Agency of Chair	
Person in Position of Trust (Subject)	

Confidentiality Statement

Those present are reminded that this meeting is strictly confidential. Discussions should not be shared outside of the meeting. All agencies should develop procedures to ensure that the minutes are retained in a confidential and appropriately restricted manner. The minutes will aim to reflect that all individuals who are discussed at the meetings should be treated fairly, with respect and without discrimination. All decisions undertaken at the meetings will be informed by a commitment to equal opportunities and effective practice issues in relation to race, gender, sexuality and disability.

Minutes of this meeting could be shared as part of criminal, civil or disciplinary proceedings, or as part of investigations concerning whether an individual should be barred from working with children or adults with care and support needs.

If further disclosure is considered to be appropriate, permission must be sought from the Chair. The minutes should not be photocopied

Purpose of the meeting

This meeting is held under the WSAB PiPoT guidance to:

- Share information
- Agree actions to be taken, by whom and by when
- Risk assesses

Agenda:

1	Introductions, apologies and Confidentiality statement
2	Details of allegation/s
3	Any parallel process (e.g. S.42 / Police Investigation)
4	How the allegation is relevant to their employment or volunteering with adults with care and support needs

5	Relevant Information from other attendees
6	Risk assessment for adult/s concerned and decisions to share information
7	Agree support for person in Position of Trust
8	Discuss support for any affected victims and the referrer as required
9	Agree feedback mechanism to the referrer
10	Planning the management of the allegation (action log)
11	Consideration of referral to professional bodies
12	Consider Media enquiries (if relevant)
13	Next Steps including details for further meetings
14	AOB

Suggested recording of Outcomes of allegations:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term therefore does not imply guilt or innocence
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supported the allegation being made. It may also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all of the circumstances
- **False:** there is sufficient evidence to disprove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

Appendix 5: PiPoT Meeting Minutes and Action Plan

ALLEGATIONS AGAINST PEOPLE WHO WORK IN POSITIONS OF TRUST (PiPoT)

CONFIDENTIAL AND RESTRICTED

Date	
Time	
Venue	
Chair	
Agency of Chair	
Person in Position of Trust (Subject)	

Present	Apologies

Confidentiality Statement read out? ☐

Summary of Allegations

Summary of Other information shared

Relevance to their current employment/volunteering position

Summary of support agreed for PiPot and other parties

Action Log

No.	Summary of Action	By Whom	By When
1			
2			
3			

4			
5			
6			
7			
8			

Strategy for Media Enquiries (if relevant)

Further meeting details

Any other information

This record is issued in the belief that it accurately reflects the meeting. Please contact the chair within 7 days of receipt to record any inaccuracies or omissions. This record is confidential and is not to be reproduced or copied to others without the chair's approval.

Document Control

Purpose	Outlined in introduction
Author/s	WSAB Organisational Safeguarding Group
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v.1	Sept 2025	Initial Draft
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v.3	Nov 2025	Added section around complex cases and accessibility checks
v.4	March 2026	Re draft following partnership feedback from WSAB – inclusion of templates, re-draft information sharing and added appendix 2
v.5	May 2026	Signed off at WSAB