# Appendix 1 - Process for dealing with PIPOT concerns

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| Whose information is it? | Concern or allegation is identified by a relevant partner or agency member of the Safeguarding Adults Board. This agency is the **data owner**.  Concern raised through partner agency duties, e.g., Police  Information shared by LADO through Children’s process  Member of the public or other 3rd party informs the partner agency  Concern can be identified or raised in different ways |
| Decision – Can the information be shared? | Data owner makes a clear record giving rationale of why the information has not been shared.  Unless it puts an adult or child in danger, the employee/volunteer should be informed what information about them will be shared. Wherever possible, seek their consent to share the information and be given a right to reply.  No  Yes  The **data owner** must decide whether it will disclose the information to the employer of the employee/volunteer and any relevant others. |
| Risk management/employer actions | The employer or volunteering manager takes risk management actions as appropriate to the individual case, e.g., increased supervision or monitoring, disciplinary or dismissal, referral to other agencies.  The **data owner** shares information with the employer or volunteering manager.  The employer or volunteering manager assesses the risk and may investigate through internal employment processes where it is appropriate to do so. |

# Appendix 2 - Factors to consider in relation to PIPOT notifications

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| **Questions** | **No cause for concern** | **Some cause for concern requiring investigation** | **Cause for concern** |

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| 1. The person has behaved in a way that has harmed or may have harmed an Adult with care & support needs? | No harm or potential harm | Some harm or potential harm | Serious harm or potential harm |
| 2. Possibly committed criminal offence against or related to adults at risk? | No | Not to an Adult with care & support needs but the offence is serious | Yes |
| 3. Otherwise behaved towards an adult/s at risk or in a way that indicates s/he is unsuitable to work with adults with care and support needs. | No | Yes |  |
| 4. Has the person behaved in a way that has harmed children or may have harmed children which means their ability to provide a service to adults with care and support needs must be reviewed? | No | Yes |  |
| 5. May be subject to abuse themselves which means their ability to provide a service to adults with care and support needs must be reviewed | No | Yes |  |
| 6. Behaved in a way which questions their ability to provide a service to adults with care and support needs which must be reviewed – e.g., conviction for grievous bodily harm who is not an Adult with care & support needs. | No | Yes |  |

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| **ALL GREEN NOT SAFEGUARDING OR PIPOT** | **MORE THAN TWO AMBER – FOLLOW PIPOT PROCEDURE** | **ONE OR MORE RED – FOLLOW SAFEGUARDING PROCEDURES** |