

Responding to allegations against a Person in a Position of Trust (PiPoT). This one-page briefing should be read in conjunction with the full composite guidance: Bolton Safeguarding Adults Board Managing Allegations Framework and guidance for responding to allegations against a Person in a Position of Trust (PiPoT) that can be found here: [hyperlink here xxxx](#)

## What do we mean by Person in Position of Trust (PiPoT)

Care and Support Statutory Guidance ('CASS Guidance') to the Care Act 2014 requires Safeguarding Adults Boards to have in place a framework and process for any organisation to respond to allegations against people who work with adults with care and support needs, in either a paid or unpaid capacity known as person in a position of trust ('PiPoT'). This guidance applies to all PiPoTs. This work may be paid or unpaid and covers situations where one person uses that position to their advantage to commit a crime or to injure the victim in some way. The focus of this guidance is to safeguard one or more identified adults at risk in relation to persons in a position of trust ONLY. All OTHER safeguarding concerns should be made via the Safeguarding Referral Online Form via: [Safeguardingadults@bolton.gov.uk](mailto:Safeguardingadults@bolton.gov.uk) [Safeguarding adults at risk – Bolton Council](#)

Please telephone 01204 337000 (office hours). If the incident occurs out of hours, please contact: Emergency Duty Team on 01204 337777. This guidance applies to all PiPoTs. This work may be paid or unpaid and covers situations where one person uses that position to their advantage to commit a crime or to injure the victim in some way.

## What do we mean by an Adult at Risk?

The risk of abuse can increase through age, disability, ill health, an individual's personal characteristics, additional vulnerabilities, or life circumstances such as addiction, living conditions and lifestyle. Safeguarding duties apply to an adult who has needs for care and support (whether or not the local authority is meeting any of those needs) and, as a result of those needs:

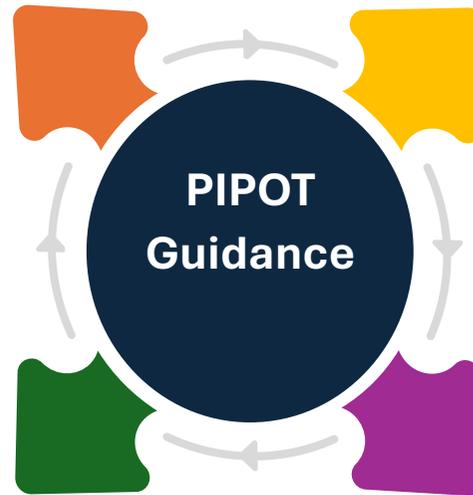
- Is experiencing, or at risk of abuse or neglect, and/or
- Is unable to protect themselves from either the risk of, or the experience of abuse and neglect.

## What is an Allegation

A PiPoT referral should be made if the PiPoT is 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 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  
behaved or may have behaved in a way that indicates they may not be suitable to work with children/adults (including outside the working environment, known as transferrable risk).



**Do not wait to act!!!  
If someone is at risk of immediate harm, contact the Police on 999**

## PiPoT Referral and process

On receipt of a PiPoT referral, the Adult Social Care Team Manager will receive and screen the referral to check that the PiPoT criteria is met. If the criteria are met a decision to hold a strategy meeting will be taken wherever possible within 24-48 of receiving a referral.

The strategy meeting is a multi-agency meeting, that will consider the details of the allegation, consider if a crime has been committed, confirm all appropriate immediate actions are taken to protect adults at risk and children and ensure that any required risk assessments are in place establishing a coordinated approach to any further required actions. An investigation will be carried out by the most appropriate agency and reported back to the Adult Social Care Manager. A meeting will be called to consider and conclude the investigation. The meeting will decide if the allegation is: Substantiated, Malicious, Not determined or inconclusive, Not substantiated:

## PIPoT referral process

All allegations against an employee, student or volunteer who works with adults at risk should be reported immediately to the named Senior Manager or Designated Safeguarding Lead, within the organisation, this should include the process for dealing with an allegation if the named senior manager or the Safeguarding lead is subject to an allegation. Where an allegation has met the criteria as set out in the guidance, the relevant partner organisation must complete a PiPoT referral form and refer to the Local Authority Adult Social Care Team

## To make a PiPoT referral

PiPoT referral forms should be emailed to: [PiPoT@bolton.gov.uk](mailto:PiPoT@bolton.gov.uk) or alternatively contact the Adult Social Care Safeguarding Team Manager on: (01204 337000) to consider next steps. If the incident occurs out of hours, and is of an emergency nature, then the police must be contacted on 999 or 101.

If there is an immediate concern that cannot wait until the next working day, then please contact the Emergency Duty Team on 01204 337777. If the criterion for a referral is not met, the Adult Social Care Team Manager will feedback to the referrer and advice will be given on what action they need to take, if any. Note, although actions may not be required under the PiPoT framework, an employer or agency may still need review the concern/complaint under its internal procedures and should seek advice from their HR team where applicable.

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