

Allegations against staff, contractors, students or volunteers procedure

If the child/adult is in urgent need of protection contact the police, and ambulance if required

Dial 999 for emergency services

For any allegation made against LPFT employee, student, contractor, or volunteer that concerns neglect, abuse (also domestic abuse) of another person and/or unprofessional behaviour
Request details of allegation including name, dates and job, ascertain the affected persons views and wishes.

Inform line manager immediately
Complete Datix incident form. Record incident category under 'safeguarding adult, child or adult and child' with the sub category of allegation against another provider/ agency or allegation against LPFT staff/contractor/volunteer/student.

Manager to inform the Human Resources (HR) team on 01522 421507
Discuss allegation on the same day. It is the manager's responsibility to take initial action to protect service users and others who may be at risk. Inform appropriate people internally and externally to Trust as indicated by nature of allegation. If this is an obvious criminal act contact the police via 101 and report. Record immediate actions taken on the Datix record. HR will advise in hours. Out of hours staff must contact the on call manager via SPA (0303 123 4000) to discuss the allegation.

HR will add allegation to safeguarding register and advise manager on actions to be taken. The Service Manager will arrange an internal **strategy meeting** within five working days. This should include the Service Manager, HR, safeguarding representative and senior representative from professional group.

Where it is a contractor, volunteer or student include;
Contractors - inform Head of Contracting
Volunteers - inform Trust Lead for Occupational Therapy
Students - inform Lead for Student Professional Group

This **strategy meeting** will use the Trust allegations strategy form (available at [SHARON>HR & recruitment team>Documents - HR>Safeguarding>Strategy Meeting Record of Allegations](#)) to establish the facts, assess risk, plan any investigation, determine whether a serious incident occurred and progress allegation as appropriate.

When LPFT is aware of abuse or neglect in our organisation we have a duty to inform the local authority, CQC and CCG (where the latter is the commissioner).

Allegation against a child or about a staff member who works with children

Inform the Local Authority Designated Officer (LADO) of allegation and agree with them investigation type and timescale of completion.
Lincs: 01522 554674
NE Lincs: 01472 326119
 and give all details of allegation. LADO procedural guidance is available via LSCB website for each county.

Financial abuse - consider involving counter fraud.

Before an investigation can progress or staff are informed where the police, LCC adult safeguarding or LADO are involved, it must be agreed with that lead agency.

Consider the impact on

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both adults and children

Allegation against an adult or a member of staff who works with adults

Inform Safeguarding Adults of allegation and agree with them investigation type and timescale of completion.
Lincs: 01522 782155
NE Lincs: 01472 232244
 and you will receive a call back from Safeguarding Team Manager - discuss investigation lead agency (LPFT have employment responsibility so this should be the first option for employed staff).

Financial abuse - consider involving counter fraud.