

Key Points

1. If the allegation is clearly false (e.g. if the accused person has never met the adult or was not on duty) it should still be reported to the DASM to decide if the alleged victim has other underlying needs.
2. If the allegation is malicious it should still be reported to the DASM with regard to whether the police need to take action regarding the person making the allegation.
3. Regardless of the nature of the allegation and regardless of who receives the allegation it MUST be reported to the DASM regardless of it appearing to be of little importance or potentially very serious.
4. The complaints process is separate to the allegations process and just because a person does not wish to make a complaint does not mean that there is no allegation.

This leaflet provides a brief guide to the process that should be followed, but if faced with an allegation against any employee, volunteer or professional working with/providing services for adults at risk of abuse/neglect, you are strongly advised to consult the DASM at the earliest opportunity.

Designated Adult Safeguarding Managers are contactable via:

Email: SABenquiries@nelincs.gov.uk

Tel: 01472 326118

Safeguarding Adults: Dealing with allegations

Introduction

This leaflet is about managing cases of allegations of abuse against a person who works with adults at risk of abuse/neglect in any setting. All allegations of abuse of adults by a professional, staff member, foster carer or volunteer should be taken seriously and treated in accordance with the procedures set out in the SAB Procedures which can be found at www.SaferNEL.co.uk.

This leaflet should be used for guidance in respect of all cases in which it is alleged that a person who

- Behaved in a way that has harmed an adult at risk of abuse/neglect, or may have harmed an adult at risk of abuse/neglect;
- Possibly committed a criminal offence against or related to an adult at risk of abuse/neglect; or,
- Behaved towards an adult or adults at risk of abuse/neglect in a way that indicates they would pose a risk of harm to adults.

Procedure

Step 1

Somebody receives information that an allegation has been made against an employee, volunteer or professional working with/providing services for adults at risk of abuse/neglect, in relation to harm of an adult, a criminal act or behaviour that would have implications for working with adults at risk of abuse/neglect.

Step 2

The person receiving the allegation should

immediately notify their line manager or the designated adult safeguarding person in their establishment, organisation, group etc. or their senior. That designated person then notifies the Designated Adult Safeguarding Manager (DASM) as soon as possible (within 1 working day) and completes a referral form.

If it is an extremely serious allegation (i.e. current injury, risk of losing forensic evidence, imminent danger to adults/public/staff, crime ongoing etc.) first contact the Police and then the DASM (or *focus*' Single Point of Access Out of Hours Team on (01472) 256256).

Step 3

In all but the most serious cases the DASM and the manager will initially consider:

- Whether or not it needs referring to the Police
- Whether it needs a Strategy Discussion and/or an allegations management meeting
- Whether Human Resources need to be involved
- Whether any immediate action needs taking to make the adult, other adults at risk of abuse/neglect and the organisation safe.

Step 4

The DASM will consult with the Police and Adults Services, and the employer or line manager of the accused person if that is different to the person referring it.

Step 5

The DASM will then convene an allegations management meeting if required, or record the decisions and actions agreed with the line manager and coordinate the next steps.

Step 6

The DASM will coordinate and review future action as necessary and ensure all parties required are involved, informed and record information as required.

Safeguarding Adult Board

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