

Whose information is it?

Appendix 9.1 People in Positions of Trust Flow Chart

Concerns may be raised by a variety of processes including:
Criminal investigations
Section 42 Enquiries / Children's Safeguarding Enquiries
Disciplinary Investigations
Regulatory Action or Quality Assurance Monitoring
Reports from the public

Concern or allegation is identified or received by a relevant partner or agency member of the local Safeguarding Adults Board.
The information owner is identified.

Decision – Can the information be shared?

The information owner must decide whether it will disclose the information to the employee/volunteer's employer and any relevant others.

Yes

No

Unless it puts an adult or child in danger, the employee/volunteer should be advised what information about them will be shared. Wherever possible seek their consent to share the information and opportunity to respond.

Information owner clearly records the rationale of why the information has not been shared.

Risk management / Employer actions

The information owner shares information with the employer or relevant manager / safeguarding lead.

The employer, relevant manager / safeguarding lead assesses the risk, and may investigate allegations through internal employment processes where it is appropriate to do so. If a criminal investigation is required, this will take priority over an organisation's internal investigation.

The employer, relevant manager / safeguarding lead takes risk management actions as appropriate to the individual case. (e.g. increased supervision or monitoring, disciplinary or dismissal. Referrals to other agencies – DBS, professional bodies like the HCPC, NMC)