Managing allegations against People in Positions of Trust (PIPOT) – Referral Form to the Local Authority

**The template below has been produced in addition to the People in Positions of Trust (PIPOT) guidance**

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| **Name** | <insert name here> |
| **Address** | <insert address here> |
| **Contact details** | <insert telephone number> |
| **Confirmation that the person is aware of the referral to ASC (if they are not aware please confirm why)** | yes/ no (please circle)  comment: |
| **Details of where the person works/volunteers** | to include: name and address of service:  managers name: contact details (telephone number): |
| **Reason why the referrer feels the PIPOT criteria is met specifically risks to adults at risk and reason for concern**  **(please note any concerns about children should be referred to the Local Authority**  **Designated Officer (LADO)** | <insert reason here> |

• Please note this information should be gathered before contacting/discussing the referral with the ASC PIPOT leads. The referral should be made to the Local Authority with responsibility for where the person works.

References

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| * Information Commissioner’s Office – Data Controllers and Data Processors: What Difference is and What the Governance Implications are. Data Protection Act * Information Commissioner’s Officer – Guide to the Data Protection Act * West Midlands Adult Position of Trust Framework: A Framework and Process for responding to allegations and concerns against people working with adults with care and support needs   (2017)    For further information, visit the Information Commissioners Office (ICO) [webpage outlining the GDPR 7 key principles.](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/) |