Letter template

Dear ……

I am writing because I have become aware of concerns about a member of your staff/volunteer for your organisation which I feel meet the criteria for the Person in a Position of Trust Policy and Procedure. This policy relates to those instances where a relevant agency is alerted to information that may affect the suitability of a professional, or volunteer to work with an adult(s) at risk, where such information has originated from activity outside their professional or volunteer role and place of work, and the issue does not meet safeguarding adults criteria. I am therefore making you aware to enable you to undertake your own investigations and take any steps required to manage any risks to adults at risk. In accordance with the LLR Policy for Managing Concerns for People in Positions of Trust (PIPOT) working with adults with Care and Support Needs – June 2020 (add link to guidance)

The information I have received is as follows

*Insert here details of the Person, Position of Trust and details of the concerns*

The Person in a Position of Trust is/is not aware of the concerns, and this referral. *(if the person is not aware please detail the reasons why it was not appropriate to discuss the referral with them-this would usually only be due to risks to others or specific risk to the person’s own welfare)*

Please could you confirm receipt of this letter and advise me of the timescale in which you will complete the investigation and provide brief details of the outcome.

If you would like to discuss this letter, please don’t hesitate to contact me.