**Appendix 4**

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| **AGENDA PIPOT MEETING** | |  |
| **[date], [time], [venue] [1st, 2nd meeting etc]** | |
| **1.** | **Attendees and Apologies**  *If the Associate Nurse Director is unavailable, please ensure all correspondence is copied to them* |
| **2.** | **Minutes from previous meeting and action log (if applicable)** |
| **3.** | **Purpose of the meeting:**  The meeting is held in accordance with [procedures] to consider the allegation(s) made against [staff member] by [patient] on [date]. The allegation involves a person in a position of trust. The meeting will consider the allegation(s) made and whether they fall into the scope of the PIPOT procedures. The meeting will consider the actions to be taken including:   * Police involvement * Section 42 enquiries * HR procedures * Support to the patient * Support to the individual whom the allegation is about |
| **4.** | **Conflict of Interest** |
| **5.** | **Confidentiality**  Information shared within the meeting is strictly confidential. Information is shared in accordance with legislation and guidance. Information will be shared in accordance with the 7 golden rules of information sharing:   1. In accordance with General Data Protection Regulation (GDPR) 2. Openly and honestly 3. With consent where appropriate 4. Will seek advice where necessary 5. Considers safety and wellbeing 6. Necessary, proportionate, relevant, accurate, timely and secure 7. A record is kept of decisions and the reasons. |
| **6.** | **Details of the allegation(s)** | |

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| **7.** | **What evidence is available?** |
| **8.** | **PIPOT criteria considered**   * Person has behaved in a way that has harmed or may have harmed an adult or child * Person has committed a criminal offence against, or related to, an adult or child. * Person has behaved towards an adult or child in a way that indicates they may pose a risk of harm to adults with care and support needs. * Person may be subject to an investigation by police as a perpetrator of domestic harm. * A person has behaved (or is alleged to have behaved) towards children in a way that indicates that they may pose a risk of harm to adults with care and support needs. * A person is subject of a formal safeguarding enquiry into allegations of abuse or neglect which have occurred in one setting. However, there are also concerns that the person is employed, volunteers or is a student in another setting where   there are adults with care and support needs who may also be at risk of harm |
| **9.** | **Details of the individual whom the allegation is about:**   * Work history * Nature of work undertaken * DBS * Previous concerns raised/ complaints, allegations (including IR1 notification) * Analysis of risk and actions to be proposed * Training * Support needs |
| **10.** | **Details of person who has made the allegations**   * Are there any concerns that this person lacks capacity? give details: * IR1 notification relating to individual |
| **11.** | **Interface with LADO procedure** |
| **12.** | **Media Interest** |
| **13.** | **Discussion and actions** |
| **14.** | **Recommendations** |
| **15.** | **Date of next meeting** |