**ALLEGATION MANAGEMENT – ADULTS’ WORKFORCE**

To use:

* When considering transference of risk into the workplace
* When the allegation has met the harm threshold around suitability
* If a member of staff is believed to present an imminent risk

|  |
| --- |
| **RISK EVALUATION** |
| Name of Member of staff and role: Date of assessment:  Person completing assessment and role:  Setting details: |
| 1. Set out what the **perceived risk** is and timeframe it became known (record context e.g., how you were informed and circumstances). |
|  |
| 2. Explain **how the risk may or has presented itself within the workplace**, or within the member of staff’s employed role. |
|  |
| 3. Detail any **evidence** you have around the risks (e.g. record conviction/date) |
|  |
| 4. Record the **member of staff’s response** to the risks (include their level of insight, capacity to work with you as the employer, context of the risk etc.) |
|  |
| 5. **Evaluate** the risks and outline any mitigating factors (e.g. refer to code of conduct, awareness of impact on role, reputational risk for setting and safety plans) |
|  |
| 6. **Analysis** of your findings and **risk management** (e.g. able or unable to safeguard appropriately, make sound judgements and follow procedure) |
|  |
| 7. **Outcome and rationale** |
| **Substantiated** – there is sufficient identifiable information to prove the allegation – this did happen. Employer to refer to DBS  **False** – there is sufficient evidence to disprove the allegation  **Malicious** – there is clear evidence to prove there has been a deliberate act to deceive and the allegation has been entirely false  **Unfounded** – there is no evidence or proper basis which supports the allegation being made. It might indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware or all the circumstances  **Unsubstantiated** - An unsubstantiated allegation is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence. |
| 8. **Recommendations**  (e.g. further training, mentoring, suspension, disciplinary process)  **NB** also consider the support need of the staff member |
|  |
| 9. Member of staff’s comments regarding the findings of the risk assessment. |
|  |
| 10. Signatures and Review date |
|  |