

**CONFIDENTIAL**

**ALLEGATION MANAGEMENT REFERRAL FORM**

**1. Initial Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date contact made with Allegation Management Lead (AML) |  | | Time: if known | |  | |
| Date Referral Form sent to AML |  | | Time: if known | |  | |
| Name of person completing form |  | | | | | |
| Name of informant |  | | Position of Informant | |  | |
| Agency of informant |  | | | | | |
| Contact details of informant | Telephone No |  | | E-mail address | |  |
| Address |  | | Secure e-mail address | |  |

**2.** **Information about the allegation or concern**

|  |  |
| --- | --- |
| Date of alleged incident |  |
| Where did alleged incident take place |  |
| Who was the information about the alleged incident initially given to? |  |
| Have any other organisations been informed about the incident?  *(I.e. the Police, Adult Care, CQC, ?)* |  |

1. **Information about the person against whom the allegation has been made**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Sex |  | Date of Birth |  |
| Personal address |  | Work address |  | | |
| Job Title/Role: |  | Length of service in  current post |  | | |
| Employer name and address |  | What basis is person employed: Permanent/  Temp/Fixed Term/ Agency/Other |  | | |
| Have any allegations or concerns been made against this person previously? Yes/No |  | If yes – please provide details: |  | | |
| Date of last DBS: |  | Disclosure No: |  | | |
| Does the person have any personal caring responsibilities? Yes/No |  | If yes, please provide details  (Children/adults with care and support needs) |  | | |
| Does the person have access to any Young Persons under the age of 18? ( ie voluntary work) |  | If yes please provide details |  | | |

**4. Brief description of alleged incident/concern**

|  |
| --- |
| Brief description of alleged incident/concern |
|  |

1. **Information about the Adult with Care and Support needs at potential risk of harm.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Sex |  | Date of Birth |  |
| Address: |  | | | Details of family/advocate if appropriate |  |
| Does the person have care and support needs Yes/No |  | | | If yes, provider details |  |
| Who funds care?  Self/LA/CCG/Other Please give funding details | | | |  | |
| Does the allegation mean that they are at risk of harm from abuse or neglect and need protecting? Yes/No (If yes, please confirm that a safeguarding concern has been raised with Rochdale Adult Care) | | | |  | |
| Has there been any previous concerns raised? | | | |  | |
| Is there a named worker involved? If yes, please provide details | | | |  | |
| Is there more than 1 adult with care and support needs at risk of abuse or neglect? Yes/No | | | |  | |

**6. Primary abuse category**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Physical | Emotional | Sexual | Neglect | Risk of Harm | Financial | Other (please specify) |
|  |  |  |  |  |  |  |

**7. Ethnicity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity of Adult with care and support needs** | | | |
| **White** | | **Black or Black British** | |
| White British |  | Caribbean |  |
| White Irish |  | African |  |
| Any other white |  | Any other black |  |
| **Mixed** | | **Asian or Asian British** | |
| White and black Caribbean |  | Indian |  |
| White and black African |  | Pakistani |  |
| White and Asian |  | Bangladeshi |  |
| Any other mixed |  | Any other Asian |  |
| **Chinese** |  | **Any other ethnic group** |  |

Please send completed form to Allegation Management Lead [aml@rochdale.gov.uk](mailto:aml@rochdale.gov.uk)