	<h2 style="margin: 0;">Allegation and Misconduct Policy</h2>	
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Adapt Recruit follow stringent quality guidelines and takes every reasonable precaution to ensure that all candidates deployed to its clients maintain the highest standards of professional and personal conduct.

Our stringent vetting procedures as per our Children Safeguarding Policy ensure that any candidate found to have a history of unacceptable conduct or practice, will not be offered a place on our register. Through our continuous and active monitoring, any difficulties our candidates may be experiencing are promptly highlighted, enabling us to step in and pre-empt potential issues.

### **Candidate Registration:**

If Adapt Recruit receives information following registration of a candidate which may be relevant to his/her suitability for a post with a client, we would first assess its severity. If it is apparent that the information is of a serious nature and could be a vulnerable person/safeguarding issue, then we would notify all relevant parties immediately and implement the following procedure:

Managers will immediately make their Director aware of any candidate having serious allegations made against them.

Any candidate who presents false documentation or has a serious allegation made against them may include referral to the following relevant authorities:

- Nursing Midwifery Council – If the allegation is specifically around practice of a nursing professional and/or conduct.
- Local Authority children’s safeguarding team
- Disclosure and Barring Service
- Local Police

If an allegation is of a less serious nature and does not require referring to the above department, we will suspend the candidate and require them to attend an interview with Adapt Recruit about the incident as previously described.

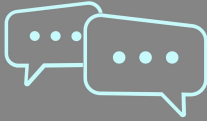
### **Candidate placement – Allegation/Misconduct**

Despite our stringent compliance and quality procedures pre placement there are occasions that candidates may find themselves in, potentially difficult or sensitive situations when in post. We believe both client and candidate feedback is essential to us in order to ensure we continually work towards improving our service and offering our candidates any support they need in these circumstances.

In the event of more serious allegations, for example:

- Physical Assault.
- Verbal Offence.
- Discrimination.

Adapt Recruit has set out the following procedures with **MUST** be adopted by staff when dealing with incidents of this nature as well as the responsibilities of Adapt Recruit with regard to Child Protection/Safeguarding issues.

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Any candidate who has a complaint made against them is automatically suspended and not placed elsewhere until the matter has been fully resolved.

**Procedure:**

Adapt Recruit has a central incident file in which staff record the details of any allegation or complaint against a candidate, together with a detailed account of all actions taken during any investigation. Copies of statements, correspondence, evidence are kept in line with GDPR legislation as well as a chronological sequence of events is produced which requires Director sign off. Our Director is also our Safeguarding Officer ensuring that all complaints are managed in line with legislation.

Following the receipt of a complaint or report of an incident, depending on the incident and the client's instruction we would explain that we have certain procedures and responsibilities for handling incidents that we are required by law to undertake and we would aim to complete these working alongside our client.

If the incident is considered by the client serious enough to warrant further investigation, we adopt the following procedure:

**Stage 1.**


- Does the client wish to terminate the arrangement for the candidate's services?
- Do they want to terminate this arrangement immediately?
- Does the client wish to retain the candidate's services pending investigation?
- Does the client require a replacement candidate?

**Stage 2.**

- We request a written statement from the client, together with any supporting statements outlining the nature of the allegations.
- Inform the client that we will conduct our own investigation of the incident by interviewing the candidate in the presence of their union representative/Colleague/Independent representative.
- Following receipt of a written report from the client, we write to the candidate concerned and ask him/her to attend a meeting at our office. We advise them that it would be in their own interest to be accompanied by a representative as outlined above.

**Stage 3.**

- Our investigation will then commence – During the candidate interview we advise the candidate that we have been informed of an incident and ask for their version of events and any supporting information/documents prior to disclosing what has been stated by the client.
- Following the candidate interview, we will record the responses of the candidate and report back to the client with a written report to discuss next steps.

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#### **Stage 4.**

Confirm next steps to be taken with the client depending on the incident and client recommendations.

We can facilitate/attend a meeting with the candidate and the client. (2 representatives one to conduct the investigation and the other to act as a witness and note taker will be present)

- Formally introduce parties to each other.
- State that this is not to be regarded as a disciplinary procedure, merely an investigation of a formal allegation which we have received.
- The details of the allegation are presented at this point (copies are handed out only with prior consent from the client) and the candidate is invited to comment.
- The candidate's comments are noted and read back to them for confirmation that we have noted the response accurately. If the candidate accepts responsibility for their actions and expresses regret, we give advice as to the dangers of laying himself/herself open to allegation. We also draw attention to our Code of Conduct and explain that the future of the candidate as a member of our register will be dependent on his/her acceptance of and adherence moving forward to the Code. If, however, the candidate denies the charge, we simply note his/her comments. We inform them that following this meeting, the client may or may not wish to pursue matters and that we will keep them informed of further developments.

#### **Stage 5.**

Following the meeting/if the client does not require a further meeting we will then write to all parties reporting on the outcome of our investigation. The client is advised that if the matter cannot be resolved and that the seriousness of the allegation warrants further action, we will adopt whatever measures required to meet legal requirements.

During the course of any such proceedings a senior representative of Adapt Recruit will be available to attend, if requested, any meetings to share information and co-operate fully with the Authority pending a final decision. All internal paperwork will also be made available.

Following the outcome of any such investigation, we are guided by the Authority's decision when considering the candidate's future as a member of our register.

#### **How are cases referred?**

The client or Adapt Recruit can refer a case to the HCPC/DBS/LA/Police, upon which they will conduct an investigation and if appropriate, a panel hearing to decide whether the worker should continue in practice, be admonished or removed from the register entirely.

#### **Summary:**

It is Adapt Recruit's utmost priority that incidents and complaints are dealt with in a fair manner.

If at any time a complainant is not satisfied with the treatment of their complaint, then Adapt Recruit has a clear structure in place for the complaint to be escalated to a more senior level as per our Complaints and Escalation Policy.