

Freedom of Information Act 2000 disclosure log entry

Reference

22-23381

Date response sent

17/02/23

Subject

Systems for Reporting Sexual Misconduct

Details of enquiry

1. Do all hospitals in your Trust have a reporting system for sexual misconduct? If the answer is 'no', please share how many hospitals within your Trust do have a reporting system for sexual misconduct and how many do not.
2. If some or all of the hospitals in your Trust have a reporting system for sexual misconduct, please outline the reporting system.
3. If none or not all of the hospitals in your Trust have a reporting system for sexual misconduct, please outline what a Trust staff member should do if they are a victim of sexual misconduct and another Trust staff member is the perpetrator.

Response sent

Please note that The Tavistock and Portman NHS Foundation Trust is not a hospital. We provide specialist mental health services through advance appointments within a day clinic setting, and do not provide inpatient wards nor overnight care.

1. Do all hospitals in your Trust have a reporting system for sexual misconduct? If the answer is 'no', please share how many hospitals within your Trust do have a reporting system for sexual misconduct and how many do not.
Yes. We have a Quality Portal (QP) which includes a risk management module. This is a global risk management system covering all types of incident reporting/management, including sexual misconduct.
2. If some or all of the hospitals in your Trust have a reporting system for sexual misconduct, please outline the reporting system.
Reporting of sexual misconduct would fall within the incident reporting section of our Quality Portal (QP).

Staff can report sexual misconduct either by raising this directly with their line manager/other senior manager as a formal/informal complaint, and/or use the incident reporting form which links into the Quality Portal. This is findable via the Trust's Intranet. Relevant management/colleagues can also formally report an incident using this portal. The Trust has appointed a Freedom to Speak Up Guardian

who is available to advise and support staff who are thinking about speaking up, or have done so. We have recently refreshed our policies and procedures around this.

Recorded incidents reaching a certain threshold would also be discussed at an Incident Panel.

We also have posters around the Trust advising patients and staff:

- how to make a complaint
- advising that vulnerable adults and children should be accompanied at all times

There is a link on our website for service users, patients, students and the public wishing to submit complaints: <https://tavistockandportman.nhs.uk/contact-us/enquiries-and-complaints/support-and-complaints/>

Any incident allegedly committed by or against a member of staff would also be reported to Human Resources for investigation and consideration of actions under the Trust's disciplinary procedure. Any formal investigations are recorded on the individual's electronic staff record (ESR). The Trust has a formal procedure to manage this, which is publicly available on our website: [Managing allegations against staff and persons in positions of trust procedure](#) and [Dealing with violence against trust staff procedure](#).

Each incident reported on the QP is automatically and immediately flagged to the senior manager responsible for investigating, scoping out any appropriate mitigating actions and would complete a "part 2" incident record scoring the severity and impact of the incident and pending actions. This would form part of a monthly incident review process, and incidents over a certain severity score would be reported to the Board on a quarterly basis.

For patients wishing to report an incident of sexual misconduct, we have a formal complaints procedure, or they could contact the local Patient Advice and Liaison (PALS) team, or they could speak or write to their own or any clinician or Senior Staff within the Trust. Any such formal incident would be recorded and thoroughly investigated via our Quality Portal, as described above.