

Risk Assessment - Service User - Financial Abuse

A: DETAILS OF SERVICE USER				
Name:	Age:	D.O.B:		
DISABILITIES:	WEIGHT:	HEIGHT:		
B: FINANCIAL RISK ASSESSMENT SCHEDULE				
Activity / Task	LEVEL OF RISK			Comments
	LOW	MED	HIGH	
Staff ensure that the service user Baseline Assessment of Needs includes the capacity to manage own finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial transaction records are completed where service user support involves the handling of personal finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff have received training in safeguarding and record-keeping relevant to the handling of service user finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where staff undertake shopping on behalf of the service user, procedures provide for full accountability of monies spent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All financial transactions on behalf of the service user are supported by receipts which confirm financial accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff do not use service users' debit or credit cards for purchases conducted on behalf of the service user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service users' PIN numbers are not recorded but remain the private property of the service user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pensions collected on behalf of the service user are subject to full financial accountability and record-keeping checks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff do not participate in betting or gambling syndicates, including lotto draws, on behalf of the service user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C: ACTION PLAN				
Person conducting Risk Assessment: _____ Position: _____ Signature: _____ Date: _____				