

Relevant Legislation

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The Data Protection Act 1998

General

This policy gives details about the reporting procedures in place and examines some of the actions that may be required following a violent incident. It may be necessary in very rare circumstances to share information about people who pose a possible risk to staff or service users within the County Council and specific partner organisations. In addition to reporting incidents it is important that the circumstances are investigated and appropriate management actions initiated. In particular, it may be necessary to invoke support mechanisms for staff affected by violence, such as counselling or referral to the Welfare Officer. Other measures may include excluding the aggressor, separating incompatible clients, implementing new standards, revising risk assessments to take full account of any changes and, where appropriate, involving the police.

This guidance should be read in conjunction with the arrangements in section F1 - 'Accidents and Incidents'. The Lone Working procedure (L11) should also be considered.

Definition of Violence

The County Council defines violence as *'behaviour which produces damaging or hurtful effects, physical or emotional in another'*

This is a very broad definition that takes account of the fact that the threat of violence should often be treated as seriously as a physical attack.

The following non-exhaustive list gives an indication of some instances which may be considered to fall under this definition:

- abusive comments by email
- verbal abuse during telephone conversations
- verbal abuse in person
- threatening behaviour
- physical violence

The potential effect on the individual who experiences such an incident may vary depending on factors such as the nature of the incident, their perception of it, and the degree of professional and social support they receive following it. If incidents are

serious or occur regularly, the consequences may include stress, poor motivation and performance as well as low morale or self-esteem. These factors could lead to poor general health and increased absenteeism. It is, therefore, particularly important that employees are offered effective support following a violent incident.

Guidelines for the Completion of the Incident Form (VI)

The VI form is a tool designed to help managers monitor the incidence of violence within the workplace. As such, accurate completion of the forms is essential and should prompt the identification of appropriate control measures at an early stage. The violence forms are also analysed centrally for the purposes of gathering statistical information and identifying trends throughout the County Council.

In the past there has been a tendency to treat physical assaults as being inherently more serious than those of the non-physical variety. However, managers should consider physical assault and non-physical assault equally. Incidents involving self-infliction are now identified as a separate category.

Ideally, the manager should complete the form during discussion with the employee involved in the incident. In some cases this may not be possible and it will be satisfactory for the employee to fill in the form at the time of the incident leaving the 'management action' section to be completed by the manager, who will reflect the discussions that have taken place. In these circumstances the manager must verify the content of the form before signing it.

The table in [appendix 1](#) provides guidance on assessing the degree and severity of a violent incident in order that managers can gauge the effect on employees and those persons using the County Council's services. This adopts an ascending scale of seriousness, level 1 being least serious level 5 the most serious. However, managers should be mindful that the overriding factor required in the evaluation is the perception of the individuals who experience the incident in question. For this reason, the level of seriousness ultimately assigned by managers following discussion with the employee may, by necessity, deviate from the guidance given in the table.

It is particularly important that actions taken following a violent incident are recorded in the 'management action' section of the Violent Incident (VI) form. These should include measures to support individuals affected by the incident, as well as those taken to prevent recurrence. If there is a need to deviate significantly from the guidance when agreeing a level of severity with the employee it should also be recorded in this section. In the case of incidents involving service users this part of the form is likely to reflect changes to the individual's care plan.

After signing and checking that the form is complete, the manager must send a copy to the Corporate Health and Safety Team without delay. An electronic version of the

form is available via the [Health and Safety Team Webpage](#) which can be emailed on completion. The details on the form are then checked by the appropriate Health and Safety Adviser and are entered onto the computerised Accident and Violent Incident Database for statistical analysis.

In the case of employees, physical assaults resulting in 'major injuries' are reportable to the HSE, and the guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) given in section F1 should be followed.

The violence form is chiefly designed to record incidents of violence perpetrated against staff. However, it can also be used to record incidents between clients, pupils or other service users. Following a violent incident appropriate management action should be taken and recorded in the 'management action' section of the form.

Staff Protection and Measures for Dealing with Potentially Violent Persons (PVPs)

Introduction

This section of the policy focuses on NCC's procedures for dealing with a small number of individuals who pose an on-going risk of violence to staff. To oversee this process the Council has agreed to the formation of a Staff Protection Team. This will consist of a Corporate Staff Protection Coordinator (CSPC), a Health and Safety Adviser and individual Staff Protection Officers (SPOs) for each service. Collectively, the Staff Protection Team will be responsible for maintaining the Council's policy and providing adequate support to managers who are dealing with potential threats to staff or others.

All NCC Groups must develop clear internal procedures for managing violent incidents and on-going potential threats within the confines of their service. These Service Procedures must take account of the fact that individuals can present a risk to other services within NCC and specify the provisions for the appropriate sharing of information in line with requirements of the Data Protection Act. Examples include sharing lone working procedures, procuring electronic devices, such as GPS tracking and incident alert systems, or managing the risk at a group or corporate level.

Only in very extreme circumstances will an individual be named as a potentially violent person (PVP) because he/she presents a high risk to staff across a broad range of services and there is a need to communicate this risk widely.

A detailed risk assessment and justification process for identifying someone as a PVP is essential in determining:

- whether there is a need for the threat to be communicated
- who needs to know about the threat
- what information is shared

When the Authority has determined that a person is a PVP he/she should be informed of this decision unless there is clear evidence that doing so is likely to have an adverse effect or increase the risk of violence.

Staff Protection Process

In the first instance, all managers must ensure that every violent incident is reported and investigated using the VI form and associated guidance, as detailed in the first part of this policy section. As part of the investigation the manager must decide if the perpetrator poses a further 'Credible Risk' to staff within an establishment, discrete parts of the service or other Council services.

Credible Risk

If the risk is not significant, managers need only follow the normal contact protocols and exercise additional caution to minimise the risk of a similar situation arising in the future.

A credible risk is any situation where, in the manager's judgment, there may be a significant risk to members of staff who interact with this individual. As part of the judgment process the manager should check if the person has been involved in previous violent incidents or if the Council holds other information relating to them, for example, if the person posing the threat:

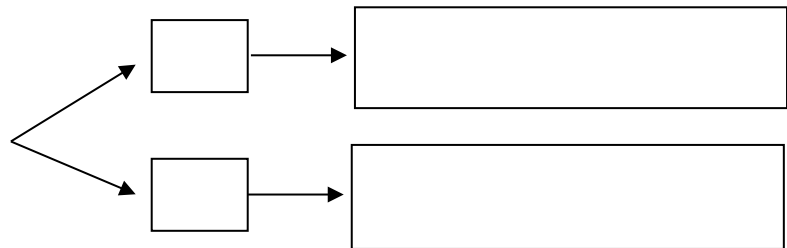
- has a known or suspected history of aggression
- has a known or suspected history of alcohol or drug abuse
- has a known history of mental illness.

The above factors should be considered in the context of the probable interface with the service in question, for example, if officers are undertaking high-risk activities, such as enforcing statutory powers. If there is any doubt, managers should consult with their SPO and, in extreme cases, the CSPC.

The following graphic indicates a method of determining the action to be taken when the credible risk is considered.

Violence at Work and Staff Protection

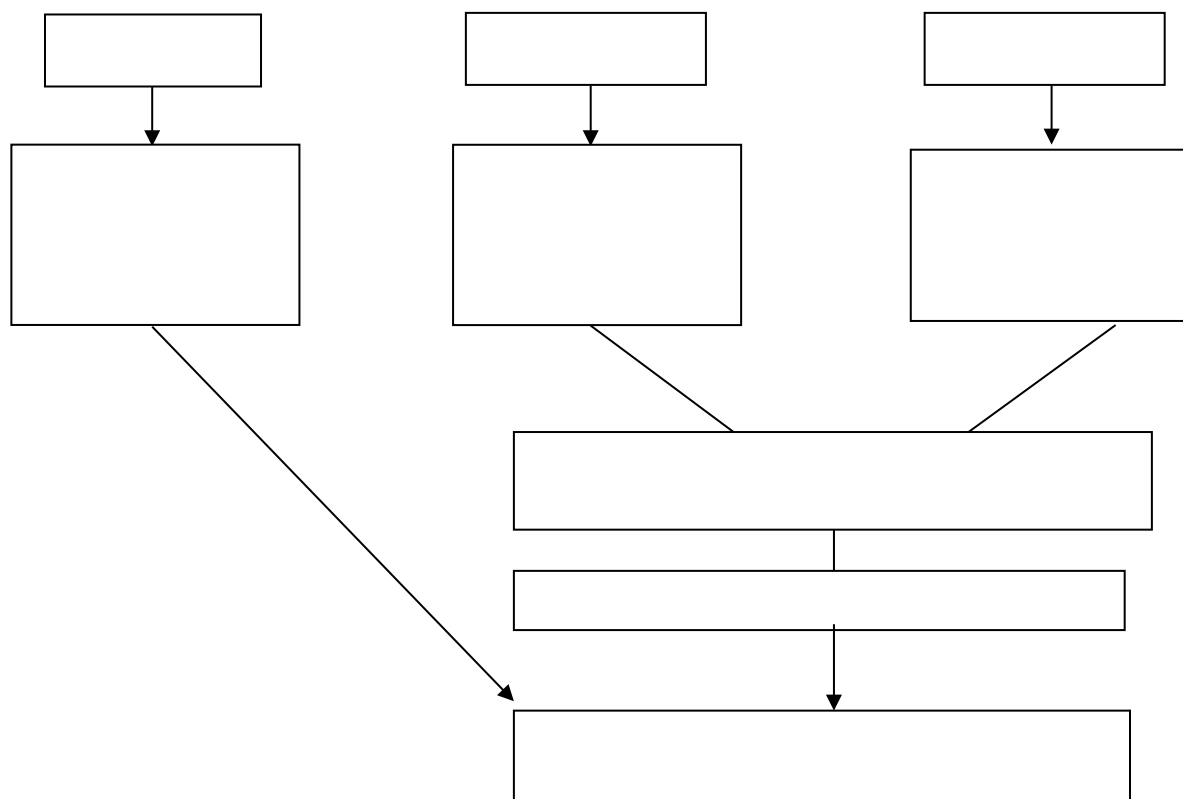
F2



Once a credible risk has been established an assessment must be undertaken to determine the level of risk and who is affected. The guidance provided in Appendix 2a must be used to assign one of the following risk levels:

- Green
- Amber
- Red

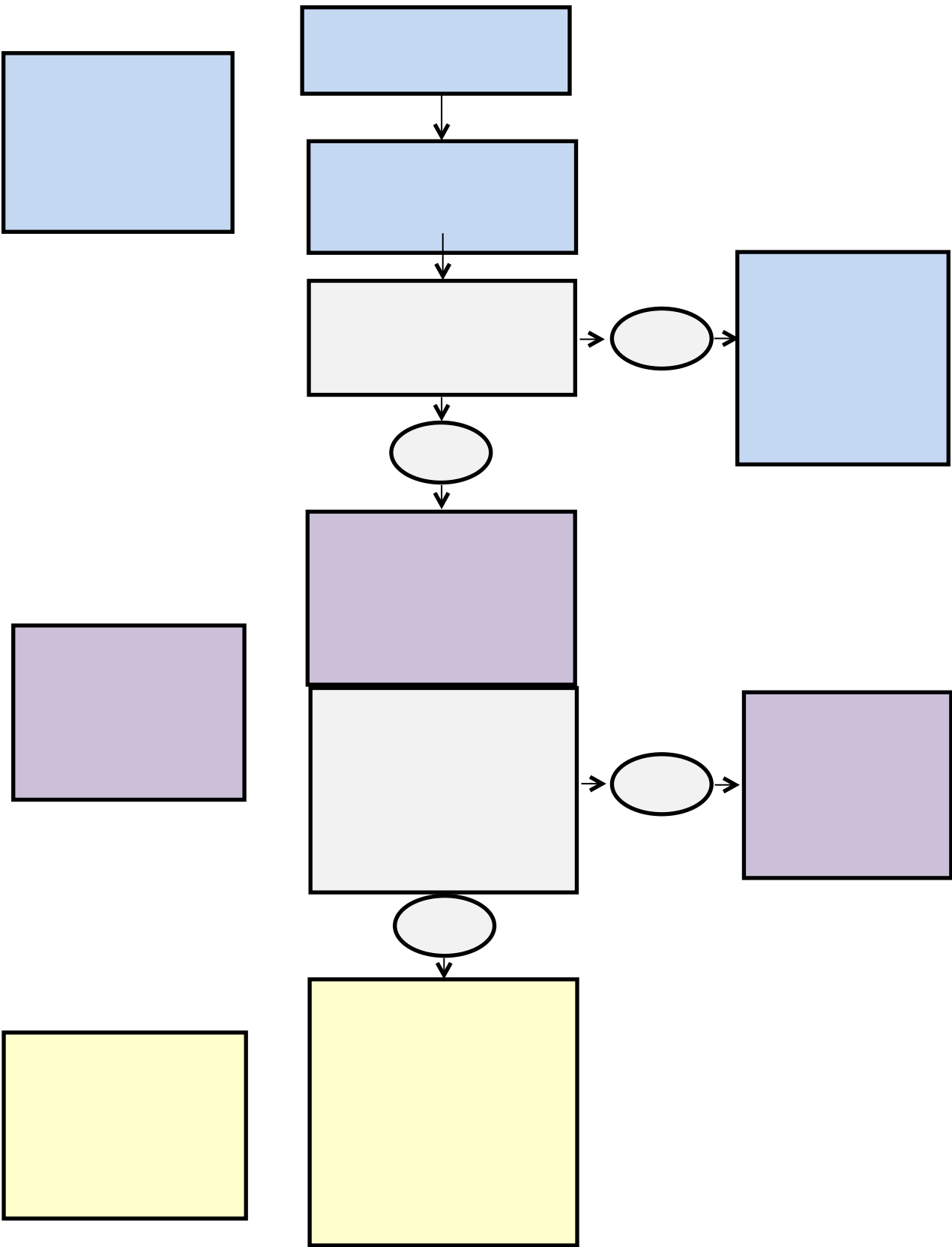
Once the level of risk is established the guidance in appendix 2b should be used to manage the situation depending upon who is thought to be affected.



Assigning the Risk Level

	Green Risk Low to medium risk	Amber Risk Medium to high risk	Red Risk High to extreme risk
Stage One	Thought to be a one-off incident where there are mitigating circumstances.	Consult SPO and consider if a service risk management meeting is required. Agree who should be informed of risk and what	Arrange for a Service, Corporate or multi-disciplinary risk management meeting to discuss further options.
Stage Two	N/A		

Staff Protection Process



Model Control Measures

In the first instance, it should be noted that serious acts of violence outside of the Provision of Care Services should be reported to the police who may take action against the individual, including the potential for prosecution under criminal law.

Within the Provision of Care Services, the multi-disciplinary team approach to minimising the risks to others from the behaviour of the individual should be considered as a first response. If deemed necessary reports to the police may then be made.

Additionally, the County Council can pursue other forms of legal action including:

- An Acceptable Behaviour Agreement (ABA)
- An Anti-social Behaviour Order (ASBO)

Other actions may be available to a service, including banning the individual from entering the premises or withdrawing services. In all cases, legal advice must be sought prior to issuing any correspondence excluding individuals or withdrawing services.

All services must have arrangements in place to manage staff protection. If higher risk activities are undertaken where there is a potential for a violent incident to occur, a written risk assessment must be produced. Examples of such activities include interviews or meetings with members of the public which may be of a contentious nature. The venue and management of such events should be well planned so as to reduce the risk to staff. For instance, if the meeting is held within a County Council establishment or other staffed location this may be inherently safer than using a client's home. Other control measures include panic alarms, organising the room layout to allow escape to a safe area or agreeing emergency arrangements in advance. Routine testing of such measures must be undertaken to ensure they remain effective.

Services should already have lone working arrangements in place and it is important that these procedures be reviewed in light of specific threats arising from violent incidents and, where appropriate, amended to take account of any enhanced controls.

Some services make effective use of a violence marker scheme. The aim of this scheme is to alert NCC managers to individuals who pose or could pose a risk of violence and enable them to identify measures to reduce the risk to staff.

The marker should achieve this by:

- Serving as an early warning for NCC staff of a particular individual or situation that represents a risk to them or their colleagues.

- providing security warnings and communicating advice to NCC staff in order to avoid or minimise the risk
- where appropriate, enabling NCC staff to seek professional advice on what action should be taken

To ensure compliance with the Data Protection Act violent warning markers must conform to current guidance issued by the Information Commissioner. (Further information on this can be obtained from the Information and Security Manager)

Issues such as lone working, site security and police involvement will need to be considered.

Training staff in managing potentially violent situations is also an important control measure. This may take the form of:

- **Personal Safety and Lone Working** - focusing on diffusion techniques.
- **Breakaway Training** - focusing on safe removal in the event of an attack.
- **Physical Intervention Training** – Applicable to most County Council sectors other than the Provision of Adult Care Service.

Training should cover diffusion techniques, together with approved control and physical restraint procedures.

- **Physical Intervention Training** – Applicable to the Provision of Adult Care Service.

Non-abusive physical and psychological training is used to ensure that members of staff are able to contain most out of control behaviour in a safe, fast, effective and supportive manner. Difficult behaviour that is commonly faced can be managed by following the SMART principles, enabling staff to remain calm, supportive and professional, while utilising highly effective yet non-abusive skills.

Details of training to be commissioned can be obtained from the Learning and Organisational Development Section within the Transformation Group.

Post-incident Support

It is important that following any incident an appropriate level of support is offered to the targeted member of staff. This should include general first aid, emotional support from the manager and colleagues, together with reassurance that action will be taken to minimise or address the risk of recurrence.

All employees who have witnessed or been involved in a violent incident should be debriefed by their manager and where appropriate, counselling offered via the Staff Welfare Officer (as detailed below). This should happen as soon as possible following the incident.

Staff Welfare Officer:

Telephone: 01670 623123

Mobile: 07776 160526

Monitoring and Review

It is very important that managers monitor the occurrence of violent incidents and ensure that a suitable level of support is offered to members of staff that experience such incidents. The relevant Safety Groups must review the management of violent incidents and consider the relevant data provided as part of their analysis of accident/incident trends.

Arrangements within Each Group

Action	Responsibility
All employees are informed of the reporting procedures as part of the induction process.	Line Managers
Copies of Violence Forms are available in the appendix to this section and also available on the intranet to complete and submit online. If an incident occurs the form will be completed by the line manager and signed by the employee. Suitable action must be taken to avoid recurrence or escalation of a situation. All employees should be given the opportunity to talk through any concerns with their manager, or the Welfare Officer in more serious cases. The police may also need to be involved in serious cases.	Line Managers
If a violent incident results in a major injury it is notifiable to the HSE then this should be reported on-line immediately.	Line Managers
Certain employees are more likely to encounter an aggressive or violent response within their sphere of activity than others. These employees will have specific training needs identified on the training profile for the post.	Line Managers
Certain employees may need additional training in the spheres of assertiveness and/or personal confidence. These are needs of a personal nature which will be identified during staff development interviews.	All employees/Line Managers
All employees should report any issue they consider to be threatening.	All employees.
Where there is a potential for high risk violent incidents to occur a detailed risk assessment is required.	All employees/Line Managers
If there is an on-going credible risk the severity of the risk must be assessed and those who are at risk should be identified using the methodology above.	All employees/Line Managers
If the risk is to be managed at Service level the Group Staff Protection Officer must be consulted	Line Manager
If there is a perceived multi-service risk the Corporate Staff Protection Coordinator must be consulted	Group Staff Protection Officer

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NORTHUMBERLAND COUNTY COUNCIL
VIOLENT INCIDENT FORM (VI)
Private and Confidential

Please complete in the event of any physical assault or violent incident. Please forward to the Personnel Directorate Health and Safety Team via the agreed line management procedures. **Please refer to Violence at Work Guidance before completion.**

Directorate:		Division:	
Establishment/Base: (e.g. School, ATC, Depot)			
Details of person assaulted, threatened, injured or verbally abused: Surname: Forename(s): Sex: M/F Age:		Address of injured person (or address of employer if contractor): Post code: Tel no:	
Date of incident	Time of incident	Date reported	Time reported
To whom was the incident reported?		Occupation of injured person	Payroll no
Precise nature of injury and part of body injured (where applicable state left or right)			
Where did the incident occur?	Is the incident reportable to the HSE? Yes/No (If Yes and you are reporting the incident to the HSE Call Centre please enter the reference number here:		Was first aid given? Yes/No (if Yes provide details below)
Briefly describe the circumstances of the incident. Please include the cause of the injury and attach a sketch, where appropriate. Please give details of any first aid rendered. If the injured person was hospitalised say where and when.			
Immediate action taken to prevent a recurrence of incident. Please attach an incident investigation report where appropriate			
Is the injured person absent from work? Yes/No Date of ceasing work:/...../..... Time of ceasing work:..... (employees only)			
If No , is absence anticipated?		Yes/No	
Normal working hours on day of accident: From: To:.....		Was the person doing something authorised or permitted for the purpose of his/her work? Yes/No	
Actual date of return to work:/...../.....		Total lost days:	Ref. No:

Did the incident involve the following? (please tick as appropriate)			Level (Please consult guidance and circle appropriate number)					Were the police involved?		
Physical violence		Non-physical violence							Yes	No
				1 2 3 4 5						
Self-infliction										
If the incident involved any of the following, please specify (tick as appropriate)										
Verbal abuse			Verbal threat			Threat by a third party				
Threat with a weapon			Damage to property			Threatening Situation				
Harassment/Bullying			Threat to injure family or pets			Other				
Details of assailant/perpetrator				Address of assailant (if known or if different from overleaf)						
Surname:										
Forename(s):										
Sex: M/F		Age:								
Occupation:										
Approximate weight:										
Approximate height:				Name of witness (and address if non-council employee)						
Ethnic Group (please tick appropriate box)		Assaulted person	Assailant	Did the incident involve any of the following? (please tick relevant boxes)						
White				Behavioural disorder		Drugs				
Black – Caribbean										
Black – African										
Black – Other										
Indian				Offensive weapon		Solvent abuse				
Pakistani										
Bangladeshi				Mental disorder		Alcohol				
Chinese										
Other (please state)				Challenging behaviour		Restraint				
Proposed management action (e.g. counselling or other supportive measures, changes to systems etc.)										
Date		Signature of employee involved			Counter signature of Chief Officer of Directorate or Authorised Officer					
Date		Signature of Supervisor								

Degree and Severity of Violent Incidents

Level	Physical Violence	Non-physical Violence	Self Infliction
Level 1	Physical violence resulting in no injury.	Targeted verbal abuse, such as insults or swearing. Targeted threats perceived as being of a minor nature Threat to damage property.	Self harm resulting in no injury.
Level 2	Minor bruising or scratches as a result of intervening in an incident, for example restraint of a young person in a children's home. Normally this level of incident would apply to situations where the assailant inflicts a minor injury inadvertently and would be seen as something which occurs from time to time within normal parameters of the workplace.	Not applicable.	Minor injuries, such as superficial injury, bruise, graze or scratch.
Level 3	Inadvertent injury with serious consequences, such as severe laceration. Deliberate assault resulting in a minor injury, such as biting that does not break the skin.	Damage to personal property. Attempt to assault a person without resulting in physical injury or intimidation of a person by the physical presence or behaviour of another.	Serious injuries, such as laceration, open wound or fracture.
Level 4	Not applicable.	Targeted verbal threat to injure an employee, their family, pets or animals owned by them. Targeted verbal threat made by one client to another. <i>This level should reflect threats which are taken seriously. Such a decision should be based on the knowledge of the individuals concerned.</i> Threat with weapon or extremely intimidating behaviour.	A situation in which it is felt that there was a serious risk of suicide which will warrant the implementation of special management controls to monitor the situation.
Level 5	Targeted assault by the assailant resulting in serious injury such as severe bruising, cuts and fractures. These may be inflicted by biting which breaks the skin, forceful physical action or through the use of a weapon. The latter may be an item readily available within the immediate environment, such as a chair, television, craft knives or other hand tools. Any incident which results in medical attention or hospitalisation.	Harassment, including racial or sexual harassment. Harassment is different from behaviour involving occasional insults or isolated incidents of a sexual or racial nature. It implies ongoing or continuous behaviour perpetrated by one person upon another. This may have a cumulative effect on the person targeted and may escalate in its severity. Such behaviour may be seriously damaging psychologically or physically unnerving.	Very serious injury, such as that arising from attempted suicide or extreme self-mutilation.

In this context, 'targeted' means that the violence is directed towards a person rather than property

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Risk Level: Green

This level could describe a situation where the risk is deemed to be low to medium. Typically, this category might include situations where:

- Legal enquiries are pending and the person involved is suspected or the use of violence appears to be a feature of the person's relationships and it is reasonable to suspect an aggressive response to a visit.
- The person is known to own an intimidating pet
- The person uses alcohol or drugs
- The person may present as unwell or in distress

Risk Level: Amber

This level could describe a situation where there is a medium to high risk to staff. This category might include situations where:

- It is known that the person is abusive and/or intimidates Council staff or
- The person is known to have harmed themselves or others or
- The person has a conviction or pending court appearance for a violent crime or sexual assault

Risk Level: Red

This level might describe a situation where there is thought to be a high or extreme level of risk to staff. This category would include situations where:

- The person has a history of convictions for assaults or disorderly behaviour
- *It is known or suspected that firearms are in the person's home and the visit is likely to be provocative*
- *The person has carried out a previous physical or sexual attack on a member of staff*
- Other agencies have declared any homes/clients a 'no go' area
- The person has made consistent and specific threats to harm or kill a member of staff
- The person is agitated and showing signs of self-harm or harming others
- Two or more factors from the amber level are present.

Identifying the Level of Risk

The manager and SPO will assess the level of perceived risk from the information gathered and decide how to proceed.

Appendix 2b

Who is at Risk?

Stage one – In-house Management of a Single Violent Incident

The line manager investigates the circumstances of the incident or report and makes a judgement as to whether the perpetrator poses a further 'credible risk' by checking any historic data which the Council holds in relation to the perpetrator.

If there are no obvious implications for staff safety then the usual cautionary protocols for normal service contact should be followed. If there is a perceived on-going risk to staff within the team or establishment the manager should assess the level of risk and discuss the outcome with the SPO.

Action to mitigate the perceived risk should then be agreed and implemented.

Stage Two – In-service Management of On-going Threat

Stage two will only apply if there is an amber or red risk and there is a perception that several members of staff could be targeted across the service (including service partners). In all such circumstances the SPO must be consulted.

Service control measures such as placing a warning marker against an establishment or residence to highlight the need to prohibit lone visits must be in place to mitigate the risk to staff. Any detailed personal information regarding a potential assailant must be treated in the strictest confidence and only divulged to officers in that service on a 'need to know' basis.

A risk management meeting is advisable at the amber risk level unless the case is very straightforward. Such a meeting must be considered mandatory in the case of a red risk.

It may also be necessary to contact relevant agencies and complete a formal information exchange. Any such enquiries to other agencies within the context of this procedure should be framed in terms of pertinence to staff safety. All information exchanged should be treated as 'restricted'.

Stage Three - Corporate Management of On-going Threat

Stage three will only apply if there is a perceived red risk and several services within the council are considered to be at risk. In all cases the CSPC should be consulted by the manager and SPO. If all agree that there is a suspected corporate risk the CSPC will arrange for a Meeting of SPOs.

Each SPO will be responsible for identifying potential services which may be targeted within their Group by the assailant in question. The Group will complete a collective risk management plan. Consideration must be given to consulting with other agencies.

In the Provision of Care Services a multi-disciplinary team meeting may involve the SPO when discussing appropriate responses to risks from an individual.

Sanctions may well be imposed on the assailant including legal action. In extreme situations, the person may be formally identified as a PVP. In the majority of cases, PVPs will be informed

of this decision unless there is overwhelming evidence to suggest that this may further endanger staff.

CONFIDENTIAL – Restricted Information for Staff Protection Purposes**Risk Information Receipt Form**

Name of person to whom the information relates

DOB:.....

Address:.....

.....

Any known associates where relevant:

.....

.....

Information Source and Details

NCC Records (Division/Date)

Health (Name/Date)

Probation (Name/Date)

Social Services (Name/Date)

Police (Name/Date)

Other (Name/Date)

On the basis of the information provided, is there a credible risk to staff?

Yes: Green/Amber/Red (highlight as necessary)

No: Take usual cautionary measures

Signed:..... Date:

Officer receiving intelligence

Signed: Date:

Manager

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Risk Management Plan

Name of Person covered by this Plan

Date Plan Implemented:.....

What is the Risk?	Who is at Risk and When?	Action to Reduce Likelihood of Incident	Action Assigned to

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Northumberland County Council

Moved

Public Protection Service · Loansdean · Morpeth · Northumberland · NE61 2EF

Telephone: 0845 600 6400 · Fax (01670) 533756 · Web: www.northumberland.gov.uk

CONFIDENTIAL

Our Ref:

Your Ref:

Enquiries to: Stephen Fear

Direct Line: 01670 623735

Fax: 01670

E-mail: Stephen.Fear@northumberland.gov.uk

Date: XX September 2013

Dear Colleague

Invitation to Attend a Staff Protection Meeting

Re:

Address:

You are invited to attend a staff risk management meeting to be held at (*enter venue*) on (*enter date*).

You have been invited because your service/agency holds information which is pertinent to the management of risk to the County Council's staff, and I believe that a joint service/agency approach to reducing the risk is needed.

The meeting is confidential and will be chaired by me.

I attach the risk indicator and guidance notes for your perusal. I would greatly appreciate it if you would take the time to complete the risk indicator from your service/agency's perspective in readiness for the meeting.

If you are unable to attend the meeting please let me know whether you will be sending a representative instead. Should no one be able to attend I would be most grateful if you could forward me some written information that can be shared with colleagues at the meeting.

The names of other professionals who have been invited are as follows:

Yours sincerely

Stephen Fear
Intelligence Manager
(Corporate Staff Protection Coordinator)

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Risk Indicator

Name of person to whom the information relates:..... Date:.....

Risk Indicator Please use the examples below to identify indicators and make comments in the Judgement column	Individual/Service Judgement Indicate Stable, Unstable, Unknown, Predictable, Unpredictable and if service contact is likely to Increase or decrease risk Indicator	Risk to staff <ul style="list-style-type: none"> • No risk • Low apparent risk • Significant risk • Serious apparent risk • Serious and imminent risk
Mental Health Delusions or ideas of harming others; hallucinations; morbidity; impulsive tendencies; medication issues		
Behaviour Drug or alcohol abuse; suicide idealisation; threats to harm or kill; aggression or volatility; intimidation		
Personal History Conviction for violence such as sexual assault, domestic violence or violence to staff; history of legal enforcement (injunctions)		
Personal Circumstances of Individual Severe stress; recurrence of risk provoking circumstances; isolation; pending police court action; bereavement		

Completed by (enter name) of (enter Group or Agency)

Guidance Notes for Officers Attending a Staff Protection Meeting

Purpose

The purpose of the meeting is to review the risk management plan, agree any additional actions and determine disclosure arrangements.

Confidentiality

- You can assume, unless advised differently in the accompanying letter, that the person is unaware of the meeting.
- All information at the meeting will be kept confidential unless those at the meeting agree that disclosure of some or all of the information is necessary.

Preparation

- Please collate the information held by your agency on the person that is relevant to staff safety.
- Take advice from your line manager regarding the sharing of that information.
- Complete the risk predictor form from your agency's knowledge and experience of the person. Please consider all four 'risk predictor' areas, but be sure to comment only on areas about which you have knowledge.
- If you intend to send a representative, please ensure that he or she is fully briefed and able to provide relevant information.

At the Meeting

- Please arrive on time and be available for the whole of the meeting, if possible.
- Be prepared to disclose the information your service/agency has.
- Be prepared to accept responsibility for owning the plan and your part in any action plan
- Take care not to adopt a catastrophic view of any risk and consider carefully the likelihood of the risk occurring.
- Be prepared to challenge other participants and be challenged by them as regards perceptions of risk.

Post-meeting

- Ensure minutes and records are kept in a secure place.
- Do not share information obtained at the meeting unless the attendees have agreed to do so as a necessary part of the action plan.

Northumberland County Council Staff Protection Meeting

Held on _____ at _____

Meeting Concerning: _____

DOB: _____

Address: _____

Present: _____

The meeting will be chaired by the CSPC or SPO

Apologies for absence: _____

Confidentiality: *The chair will:*

- *Explain the confidential nature of the meeting*
- *Make clear the expectation that records will be held securely*

Reason for meeting:

Manager of key service affected will explain the situation or developments

Review and agree minutes of any previous meeting:

Essential actions arising/completed

Information exchange:

Collate views from completed risk predictor forms

Consideration of risk assessment:

Review or complete risk management plan and agree actions:

Disclosure; (The meeting should always take legal advice when considering this issue)

- *Detail what information will be released and to whom it will be released (requires justification process)*
- *Is disclosure to any other agency warranted?*
- *Agree who will receive minutes and when they will be distributed*
- *Is it appropriate to inform the subject of this meeting of their PVP status?*

Referrals:

Is a referral to the Director of the Probation Service appropriate?

Date of next meeting: _____

Northumberland County Council Staff Protection Meeting

Meeting held onat.....

Concerning.....

Declaration of Confidentiality

The persons listed below have attended a Staff Protection meeting and have agreed that the matters discussed will remain confidential except where the officers attending authorise disclosure of specific information.

Name	Service or Organisation	Signature