

## Recording of Warnings for Children's Social Care

This process is in line with the finalised Policy on the 'Use of Warning Indicators on social care records' which has been agreed by both Children and Adult Social Care. This guidance should be read alongside the Policy <http://new.devon.gov.uk/adultsocialcareandhealth/policies-and-procedures/>

Prior to a warning being added to CareFirst a B5 - Warning Risk & Review Assessment form **must** be completed on CareFirst (depending on the warning category) before the warning is recorded in the warning screen. Warnings that are added to CareFirst **must** also be reviewed; this will also be done by completing a B5 - Warning Risk & Review Assessment form on CareFirst (depending on the warning category).

The categories of warning that can be recorded on CareFirst will be:

- **Child Protection**

This is a unique category that CareFirst itself uses for all children / young people who are currently subject to a Child Protection plan by Devon County Council. This warning is automatically added by the system and automatically ended by the system when the Child Protection plan has ended.

**This warning type does not require authorisation or a warning review added.**

- **Risk to Children**

Previously known as Schedule 1 (MAPPA category 1) offenders. These individuals may or may not have a conviction against them but nonetheless are believed to pose a potential threat to children. This warning is added and authorised by Devon Safeguarding Children's Board (DSCB). Risk to Children warnings will be monitored by DSCB.

**This warning type does require authorisation but no warning review is to be added. Authorisation of this warning will be done by DSCB admin on behalf of the manager.**

- **Risk to Vulnerable Adults**

These individuals may or may not have a conviction against them but through the Safeguarding Adult Meeting have been nominated as posing a potential threat to vulnerable adults.

**This warning is added and authorised by the Responsible Manager within the Safeguarding Adult process.**

- **Risk to Self**

This is for those individuals who have been identified by an appropriately qualified health professional as being at significant risk of suicide or self-harm.

These warnings can be added to CareFirst by the worker or Social Work Team Resource Officer (SWTRO) on behalf of the worker and should be supported by a Health Assessment (or notification thereof). These warnings will be reviewed by the worker in liaison with the health professional at the next case review / within 12 months. The warning **must** be ended when confirmation has been received by the health professional that the person is no longer risk. These warnings / warning reviews will be authorised by a manager.

- **Risk to Staff**

This is a more general category that identifies specific risks to staff and service providers. These apply to such actions perpetrated by the service user; their associates or any member of their household. This includes:

- Threat of physical assault (with or without injury).
- Threat of verbal abuse or harassment (sexual, racial, religious, disability etc.).
- Allegations against professionals.
- Threat of sexual behaviour.
- Threat from infection / hygiene.
- Threat from property – access, condition or location.
- Threat from smoke inhalation in service user's premises.
- Threat from pets, livestock or pests.

These warnings can be added to CareFirst by the worker or Social Work Team Resource Officer (SWTRO) on behalf of the worker and should be supported by a B5 - Warning Risk & Review Assessment form. These warnings will be reviewed by the worker at the next case review / within 12 months. The warning **must** be ended when the person is no longer a threat to staff. These warnings / warning reviews will be authorised by a manager.

**This warning type does require authorisation and a warning review must be added by the worker or SWTRO on behalf of the worker and authorised by the manager.**

- **Missing Person**

Missing Devon Children - these will be added by the relevant Social Care team. These warnings / warning reviews will be authorised by a manager.

Applies to people notified as missing on notification from other authority or the police. This warning is added by Devon Safeguarding Children's

Board (DSCB). These warnings will be reviewed by the DSCB admin every 6 months and ended when the person is found or no further evidence that they are still missing. These warnings / warning reviews will be authorised by a manager.

Also see

[http://devonchildcare.proceduresonline.com/pdfs/miss\\_chil\\_pol.pdf](http://devonchildcare.proceduresonline.com/pdfs/miss_chil_pol.pdf)

**Missing Person warnings added by the DSCB - this warning type does require authorisation and a warning review must be added by DSCB admin and authorised DSCB admin on behalf of the manager.**

- **Risk if Information Disclosed**

Disclosing information about the client or their family may place them at risk from others.

This warning is added to CareFirst by the worker or SWTRO on behalf of the worker and reviewed by the worker after 12 months. The warning will be ended when the threat no longer exists. These warnings / warning reviews will be authorised by a manager.

**This warning type does require authorisation and a warning review must be added by the worker or SWTRO on behalf of the worker and authorised by the manager.**

This warning should also be added to records of children or young people that are being placed for adoption at the point of adding the adoption placement details. This is to ensure that identifying information within the CareFirst record is kept safe.

This warning is added to CareFirst in adoption cases by the worker or SWTRO on behalf of the worker. This warning when used in adoption cases will only be reviewed if the decision to place a child for adoption has been rescinded or if the adoption placement has broken down and the child returns to care. In all other adoption cases the warning remains on the client's record until the end of the record retention period.

**Note: A person can have multiple warnings on their record.**

## Viewing a Warning


If a person on CareFirst has a warning recorded against them, this will be indicated by a red person icon along with an exclamation mark.



## Viewing warning details from the Find Person screen

When searching for a person via the Find Person screen, if the person has a warning recorded the red person icon will appear in the Find Person screen next to their ID number (as on the following page).

People - 1 to 1 of 1 records

ID	Name	Address	Birth Date	Role	Select
 607491	Samuel John Hart	23 , Coombeshead Road,	25/06/2005	C,S	<input checked="" type="checkbox"/>

Samuel John Hart (CLA)  
23 , Coombeshead Road, NEWTON ABBOT, TQ12 1BX, (Tel)

Use Selected Add Favourite **Warnings** Details

To view the warning details, click on the **Warnings** button. The following screen will appear.

Warnings - 1 to 2 of 2 records

Start Date	End Date	Warning Type	Responsible Team	Authorised	Notes	Select
28/08/2013		Risk to Self	System Support Unit	Yes	No	<input type="checkbox"/>
08/08/2013		Child Protection	System Support Unit	Yes	No	<input type="checkbox"/>

Notes

If any notes have been recorded select the warning and click on **Notes**. Information displayed in the notes field will then be displayed.

Notes

Notes: Risk of self-harm

Click on the cross to exit out of the notes field.



## Viewing warning details from the My Client Desktop

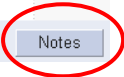
If you are in the client desktop then the red person icon will appear in the top left hand corner of the My Client screen (as shown below).

 Team: System Support Unit  
 Worker: Mrs Lesley Miller  
 Client: Samuel John Hart (607491)  
or Change

To view the warning details, click on the red person icon and the following screen will appear.

Warnings - 1 to 2 of 2 records

Start Date	End Date	Warning Type	Responsible Team	Authorised	Notes	Select
28/08/2013		Risk to Self	System Support Unit	Yes	No	
08/08/2013		Child Protection	System Support Unit	Yes	No	



If any notes have been recorded select the warning and click on **Notes**. Information displayed in the notes field will then be displayed.

Notes 

Notes: Risk of self-harm

Click on the cross to exit out of the notes field.

## **B5 – Warning Risk & Review Assessment Form**

The 'B5 – Warning Risk & Review Assessment Form' is a CareFirst form which is to be used to add and review a 'Risk to Staff' warning category.

The 'B5 – Warning Risk & Review Assessment Form' will be added to CareFirst for all new warnings relating to 'Risk to Staff' and will be used to review current 'Risk to Staff' warnings when the case is next reviewed.

## Adding a Warning

1. Search for the client and view their My Client Desktop.
2. Click on **Main Menu, Biography** and select **Warnings Entry**.
3. You will then be presented with a Warnings screen. If the person already has warnings recorded these will be displayed.

Start Date	End Date	Warning Type	Responsible Team	Authorised	Select
28/08/2013		Risk to Self	System Support Unit	Yes	<input type="checkbox"/>
08/08/2013		Child Protection	System Support Unit	Yes	<input type="checkbox"/>

4. To add a new warning, click **Add**. The following screen will appear.

Warning Details

Subject: \* 607491 Name: Samuel John Hart

Type: \* [dropdown] Subject Informed:  Yes  No  Unknown

Start Date: \* [text box] End Date: [text box]

End Reason: [dropdown]

Worker  Team

Identified By: \* [text box] Name: [text box]

Team Resp.: \* [text box] Name: [text box]

Authorised By: [text box] Name: [text box]

Notes: [text area]


Save Cancel

5. The following fields will need to be completed:

**Type:** Select the relevant option from the dropdown picklist.

**Subject informed:** This option will only be active to select if the type of **Risk to Staff** has been selected.

**Start Date:** This is the date that the warning was registered.

**Identified By:** Ensure that **worker** is selected. Double click to insert your ID number or click on the find  icon to search.

**Team Resp.:** This will automatically complete when the worker ID has been completed.

**Note: For ‘Risk to Children’ and ‘Missing Person’ warnings which are added by DSCB, the Team Resp. will default to DSCBA.**

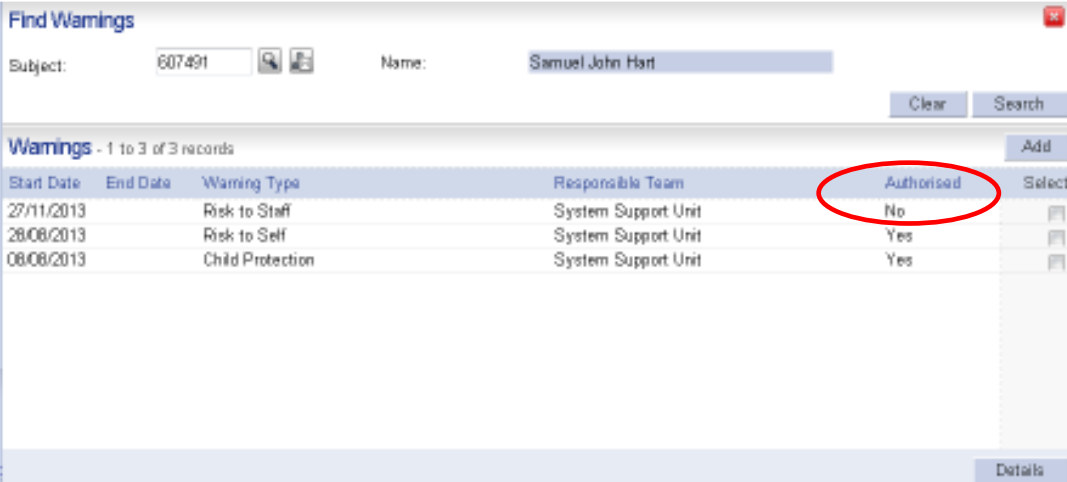
**Authorised By:** Do not complete this. This will get completed once the warning has been authorised by the manager.

**Notes:** The notes field should be used to record additional information relating to the warning, for example; if the warning is Risk to Staff, what the actual risk is, if a risk assessment has been completed.

Notes:

**Note: If you are adding a warning category of ‘Risk if information disclosed’, the notes field can be used to record the details of what must not be disclosed. This field should also be used to clearly state if this is a “Protected Address”.**

- When all the details have been completed, click **Save**. This will then return you back to the Warnings screen. You will notice that the warning will have a status indicating that the warning has not been authorised.



Start Date	End Date	Warning Type	Responsible Team	Authorised	Select
27/11/2013		Risk to Staff	System Support Unit	No	<input type="checkbox"/>
28/08/2013		Risk to Self	System Support Unit	Yes	<input type="checkbox"/>
08/08/2013		Child Protection	System Support Unit	Yes	<input type="checkbox"/>

**Note: Certain warning types *must* be reviewed. See section on Adding a Warning Review. If a warning type is to be reviewed**



**the Warning Review needs to be added before the warning is authorised.**

The warning will now require authorisation. The worker or SWTRO on behalf of the worker can inform the manager by whatever means is most convenient / appropriate at the time, this can be via email / telephone or CareFirst messaging.

When adding 'Risk if Information Disclosed' warnings in adoption cases the warning does not need to be authorised by a manager. The Social Worker should authorise warnings in this circumstance.

## Adding a Warning Review

The following types of warning will require a warning review to be added (this can be added by the worker or SWTRO on behalf of the worker / business support):

- Risk to Vulnerable Adults.
- Risk to Self.
- Risk to Staff.
- Missing Person.
- Risk if Information Disclosed.

**Note: ‘Risk if Information Disclosed’ – this warning is reviewed for all cases except when used for adoption case recording. This warning will only be reviewed in adoption cases if the decision to place a child for adoption has been rescinded or if the adoption placement has broken down and the child returns to care.**

The warning review will inform the system when this warning is due to be reviewed.

1. From the Warning screen, select the warning that has just been added and click **Details**.

Start Date	End Date	Warning Type	Responsible Team	Authorised	Select
27/11/2013		Risk to Staff	System Support Unit	No	<input checked="" type="checkbox"/>
28/08/2013		Risk to Self	System Support Unit	Yes	<input type="checkbox"/>
08/08/2013		Child Protection	System Support Unit	Yes	<input type="checkbox"/>

607491 Samuel John Hart : Warning - Risk to Staff Details

The following screen will be displayed.

**Warning Details**

Subject: \* 607491 : Samuel John Hart

Type: \* Risk to Staff Subject Informed: Unknown

Start Date: \* 27/11/2013 End Date:

End Reason:

Identified By: \* E1502 : Mrs Lesley Miller

Team Resp.: \* SSU : System Support Unit

Authorised By:

Authorised Date:

Notes: See Risk Assessment for further information

Warning Reviews - 0 records Details


- Open up the **Warning Reviews** folder and click on **Add**. The following screen will appear.

The screenshot shows a web form titled "Warning Reviews". It contains several input fields and controls:

- Required By:** A text input field with an asterisk, a search icon, and a "Name" label.
- Actual Date:** A date input field.
- Responsibility Of:** A radio button for "Worker" (selected), a radio button for "Team", a text input field with a search icon, and a "Name" label.
- Team:** A text input field with a search icon and a "Name" label.
- Outcome:** A dropdown menu.
- Authorized By:** A text input field with a search icon and a "Name" label.
- Notes:** A large text area.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

- The following fields will need to be completed:

**Required By:** This is the date that the warning should be reviewed by.

**Responsibility Of:** Ensure that worker is selected. Double click to enter your ID number or click on the find  icon to search.

**Team:** This will automatically complete when the worker ID has been completed.

**Note:** For 'Missing Person' warnings which are added by DSCB, the Team Resp. will default to DSCBA.

**Note:** The Warning Review does not get authorised until the review has taken place. The 'Actual Date', 'Outcome' and 'Authorised By' fields are not completed at this stage.

- Click **Save**, this will return you back to the Warning Details screen.

## Authorising a Warning

An appropriate manager will be responsible for authorising warnings. The manager will be alerted by the worker or SWTRO on behalf of the worker that a warning requires authorisation by whatever means is most convenient / appropriate at the time, this can be via email / telephone or CareFirst messaging.

There will also be a report printed centrally by CYPs Business Support on a weekly basis and passed to managers if there are warnings that require authorisation.

The authorisation of warnings is done via the Warnings Management screen. To access this screen:



1. Click on **Main Menu**, **Biography** and select **Warnings Management**.

The following screen will be displayed.



The screenshot shows a web interface titled "Find Warnings". It has two main search sections: "Identifying Worker" and "Responsible Team". Each section has a text input field and a search icon. Below these are four checkboxes: "Unauthorised Warnings", "With an Overdue Review", "With Unauthorised Review Outcome", and "With no Scheduled Review". At the bottom right are "Clear" and "Search" buttons.

2. Use either the **Identifying Worker** or **Responsible Team** field.

In the **Identifying Worker** field, insert the ID number of the worker or click on the find  icon to search **or** in the **Responsible Team** field, insert the team short code or click on the find  icon to search.

**Note: For 'Risk to Children' and 'Missing Person' warnings which are added by DSCB, always use the Responsible Team field and ensure the team code selected is DSCBA.**

3. Select **Unauthorised Warnings** and click on **Search**. This will display all unauthorised warnings in relation to that worker or team.

**Find Warnings**

Identifying Worker: E1502    Name: Mrs Lesley Miller

Responsible Team:    Name:

Unauthorised Warnings     With Unauthorised Review Outcome  
 With an Overdue Review     With no Scheduled Review

Clear    Search

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**Warnings** - 1 to 1 of 1 records

Start Date	End Date	Warning Type	Responsible Team	Subject	Authorised	Select
27/11/2013		Risk to Staff	System Support Unit	Samuel John Hart	No	<input checked="" type="checkbox"/>

607491 Samuel John Hart : Warning - Risk to Staff    **Details**

- To authorise the warning, ensure the warning is selected and click **Details**. The following screen will appear.

**Warning Details**

Subject: \* 607491 : Samuel John Hart

Type: \* Risk to Staff    Subject Informed: Unknown

Start Date: \* 27/11/2013    End Date:

End Reason:

Identified By: \* E1502 : Mrs Lesley Miller

Team Resp.: \* SSU : System Support Unit

Authorised By:

Authorised Date:

Notes: See Risk Assessment for further information

**Details**

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+ Warnings Reviews - 1 record

- To **authorise the Warning**: Click the **Details** button in the Warning Details section. This will open up the **Warning Details** screen.

**Warning Details**

Subject: \* 607491    Name: Samuel John Hart

Type: \* Risk to Staff    Subject Informed:  Yes  No  Unknown

Start Date: \* 27/11/2013    End Date:

End Reason:

Worker     Team

Identified By: \* E1502    Name: Mrs Lesley Miller

Team Resp.: \* SSU    Name: System Support Unit

**Authorised By:**    Name:

Notes: See Risk Assessment for further information

Save    Cancel

6. In the **Authorised By** field, double click to insert your ID number.
7. Click **Save** to return back to the Warning Details screen.

**Note: Certain warning types *must* have a warning review added. See section on Adding a Warning Review.**

8. If a warning review has been added this will be displayed in this screen. If a warning review has not been added you can add this yourself or ensure that the worker / business support does.

**Note: At this stage you are not authorising the warning review, this will be authorised once the warning review has taken place.**

The Warnings Management screen also enables you to search on the following:

- Unauthorised Warnings.
- With an Overdue Review.
- With Unauthorised Review Outcome.
- With no Scheduled Review.

Ensure you enter the worker ID or Responsible Team code and then select the relevant option that you want to search on.

## Reviewing a Warning

When a warning is due to be reviewed, the Warning Review will be displayed in the worker's desktop.

**Note: For DSCB, the warnings due will not be displayed in your desktop, you will have to run the warnings report to identify any warnings that need to be reviewed (see section on Warning Reports).**



When the warning has been reviewed a 'B5 – Warning Risk & Review Assessment Form' should be completed (see page 6 of this guidance), the Warning Review will also need to be updated with the outcome.

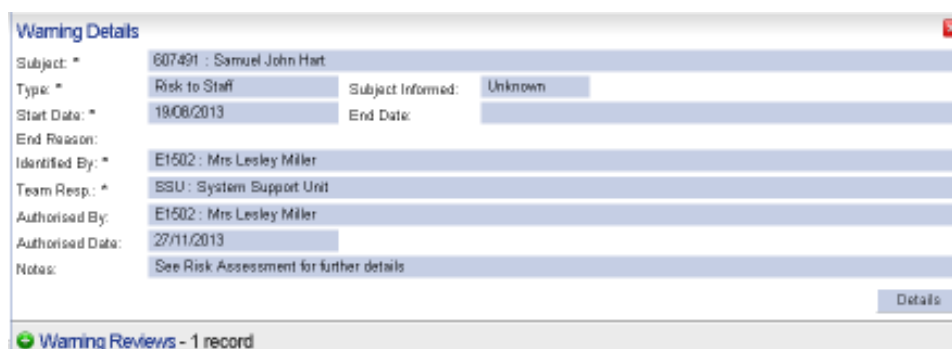
There are two outcomes that a Warning Review can have:

- Warning still applies.
- Warning no longer applies.

If the outcome is **Warning still applies** then the warning will remain on the person and another **Warning Review** will need to be added to the warning (see section on 'Adding a Warning Review').

If the outcome is **Warning no longer applies** then the warning will need to be ended (see section on 'Ending a Warning').

The Warning Review can be updated from the worker desktop by selecting the Warning Review and clicking on Details or from the My Client desktop, click on **Main Menu, Biography** and select **Warnings Entry**, select the warning and click on Details. Whichever way you access the Warning Review the following screen will be displayed.



1. Open up the **Warning Reviews** folder and click on **Details**. The following screen will appear.

Warning Reviews

Required By: \* 22/11/2013 Actual Date:

Worker  Team

Responsibility Of: E1502 Name: Mrs Lasley Miller

Team: \* SSU Name: System Support Unit

Outcome:

Authorized By:  Name:

Notes:

Save Cancel

2. The following fields will need to be completed:

**Actual Date:** This will be date that the review was completed.

**Outcome:** Select the relevant option from the dropdown picklist.

**Authorised By:** Do not complete this. This will get completed once the warning has been authorised by the manager.

3. Click **Save**, this will return you back to the Warning Details screen.
4. The Warning Review will now require authorisation. The worker can inform the manager by whatever means is most convenient / appropriate at the time, this can be via email / telephone or CareFirst messaging.



## Authorising a Warning Review

An appropriate manager will be responsible for authorising a warning review. The manager will be alerted by the worker or SWTRO on behalf of the worker that a warning review requires authorisation by whatever means is most convenient / appropriate at the time, this can be via email / telephone or CareFirst messaging.

There will also be a report printed centrally by CYPS Business Support on a weekly basis and passed to managers if there are warning reviews that require authorisation.

The authorisation of a warning review is done via the Warnings Management screen. To access this screen:

1. Click on **Main Menu**, **Biography** and select **Warnings Management**.

The following screen will be displayed.

The screenshot shows the 'Find Warnings' interface. It includes search criteria for 'Identifying Worker' and 'Responsible Team', each with a search icon and a refresh icon. There are also 'Name:' labels and blue input fields. Below the search fields are four checkboxes: 'Unauthorised Warnings', 'With an Overdue Review', 'With Unauthorised Review Outcome', and 'With no Scheduled Review'. At the bottom right, there are 'Clear' and 'Search' buttons.

2. Use either the **Identifying Worker** or **Responsible Team** field.

In the **Identifying Worker** field, insert the ID number of the worker or click on the **grey** find button to search **or** in the **Responsible Team** field, insert the team short code or click on the **grey** find button to search.

**Note: For 'Missing Person' warnings which are added by DSCB, always use the Responsible Team field and ensure the team code selected is DSCBA.**

3. Select **With Unauthorised Review Outcome** and click on **Search**. This will display all unauthorised review outcomes in relation to that worker.

**Find Warnings**

Identifying Worker: E1502    Name: Mrs Lesley Miller

Responsible Team:    Name:

With an Overdue Review     With no Scheduled Review

With Unauthorized Warnings     With Unauthorized Review Outcome

Clear    Search

**Warnings - 1 to 1 of 1 records**

Start Date	End Date	Warning Type	Responsible Team	Subject	Authorised	Select
19/08/2013		Risk to Staff	System Support Unit	Samuel John Hart	Yes	<input checked="" type="checkbox"/>

607491 Samuel John Hart : Warning - Risk to Staff    **Details**

- To authorise the warning review, ensure the warning is selected and click **Details**. The following screen will appear.

**Warning Details**

Subject: \* 607491 : Samuel John Hart

Type: \* Risk to Staff    Subject Informed: Unknown

Start Date: \* 19/08/2013    End Date:

End Reason:

Identified By: \* E1502 : Mrs Lesley Miller

Team Resp: \* SSU : System Support Unit

Authorised By: E1502 : Mrs Lesley Miller

Authorised Date: 27/11/2013

Notes: See Risk Assessment for further details

**Details**

**Warning Reviews - 1 record**

- Open up the **Warning Reviews** folder and click on **Details**. The following screen will appear.

**Warning Reviews**

Required By: \* 22/11/2013    Actual Date: 22/11/2013

Worker     Team

Responsibility Of: E1502    Name: Mrs Lesley Miller

Team: \* SSU    Name: System Support Unit

Outcome: Warning still applies

Authorised By:    Name:

Notes:

Save    Cancel

6. Enter your ID number in the **Authorized By** field and click on **Save** to return back to the Warning Details screen.

## Warning Reports

There is a warning report available on CareFirst which will be printed centrally by CYPs Business Support on a weekly basis and passed to managers if there are:

- 1) Unauthorised warnings.
- 2) Warning reviews overdue or due in next 30 days.
- 3) Warnings without a review.

**Note: Warning reports are not submitted for 'Risk if Information Disclosed' warning in an adoption case.**

### How to access the Warning Report

1. Click on **Main Menu, Biography** and select **DA358R Warnings Management Report**.

The following screen will be displayed.




2. In the parameters, click on the dropdown arrow to see what teams are displayed, if there are any child care teams displayed, select the team.



In the report type select either 'Team's warning that need attention' or 'All the team's warnings and click on **Submit**, this will then run the report.

**Note: Team codes will be displayed were a warning has been issued, this does not mean that there will always be information displayed against that team when the report has been run.**



### Generating a Report in an Excel

1. Having generated your Report click on  you will get a message saying 'do you want to open or save this file'.
2. Select the relevant option.

## Printing a Report in PDF format

1. Having generated your Report click on the **PDF** icon. 
2. After a short time the report will appear in a new PDF format.
3. Click on the **Print** icon to print the report. 

## Printing a Form or Report in Word format

1. Having generated your Printable Form or Devon Report click on the **Word** icon. 
2. After a short time the report will appear in a new word format.
3. Click on the **Print** icon to print the report. 

## Amending a Warning

When a warning has been added to a record and saved, only the warning notes can be amended. The amending of the notes field should **only** be done if the current text is incorrect and needs to be changed. If the warning type or status changes then you should add a new warning.

1. To amend the notes field ensure you are in the My Client Desktop.
2. Click on **Main Menu, Biography** and select **Warnings Entry**.
3. You will then be presented with a Warnings screen. If the person already has warnings recorded these will be displayed. Select the relevant warning and click **Details**, the following screen will appear.

**Warning Details**

Subject: \* 607491 : Samuel John Hart

Type: \* Risk to Staff Subject Informed: Unknown

Start Date: \* 19/08/2013 End Date:

End Reason:

Identified By: \* E1502 : Mrs Lesley Miller

Team Resp.: \* SSU : System Support Unit

Authorised By: E1502 : Mrs Lesley Miller

Authorised Date: 27/11/2013

Notes: See Risk Assessment for further details

**Details**

Warning Reviews - 1 record

4. Click the **Details** button in the Warning Details section. This will open up the **Warning Details** screen.

**Warning Details**

Subject: \* 607491 Name: Samuel John Hart

Type: \* Risk to Staff Subject Informed:  Yes  No  Unknown

Start Date: \* 19/08/2013 End Date:

End Reason:

Worker  Team

Identified By: \* E1502 Name: Mrs Lesley Miller

Team Resp.: \* SSU Name: System Support Unit

Authorised By: E1502 Name: Mrs Lesley Miller

Authorised Date: 27/11/2013

Notes: See Risk Assessment for further details

5. You will then be able to edit the notes field as appropriate.
6. Click on **Save** to save the amendment.

## Ending a Warning

Following the outcome of a Warning Review where the outcome is **Warning no longer applies** the warning will need to be ended.

The warning will be retained as historic information and the warning icon will no longer be displayed against the person's ID.

1. To end the warning, ensure you are in the My Client Desktop.
2. Click on **Main Menu, Biography** and select **Warnings Entry**.
3. You will then be presented with a Warnings screen. If the person already has warnings recorded these will be displayed. Select the relevant warning and click **Details**, the following screen will appear.

Warning Details

Subject: \* 607491 : Samuel John Hart

Type: \* Risk to Staff Subject Informed: Unknown

Start Date: \* 19/08/2013 End Date:

End Reason:

Identified By: \* E1502 : Mrs Lesley Miller

Team Resp.: \* SSU : System Support Unit

Authorised By: E1502 : Mrs Lesley Miller

Authorised Date: 27/11/2013

Notes: See Risk Assessment for further details

Details

Warning Reviews - 2 records

4. Click the **Details** button in the Warning Details section. This will open up the **Warning Details** screen.

Warning Details

Subject: \* 607491 Name: Samuel John Hart

Type: \* Risk to Staff Subject Informed:  Yes  No  Unknown

Start Date: \* 19/08/2013 End Date:

End Reason:

Worker  Team

Identified By: \* E1502 Name: Mrs Lesley Miller

Team Resp.: \* SSU Name: System Support Unit

Authorised By: E1502 Name: Mrs Lesley Miller

Authorised Date: 27/11/2013

Notes: See Risk Assessment for further details

Save Cancel

5. To end the warning, enter the **End Date** and select the relevant **End Reason** from the picklist.

Click on **Save** to return back to the Warning Details screen.

## **Removing a Warning that has been added in error**

If a warning has been entered in error – for example on the wrong client then this can be removed by a SWTRO or by contacting the ICT Social Care Service Desk (telephone 01392 382222 (select option 2)).