**Recording Hazards on Liberi - Practice Guidance**

The prevention and management of hazards to staff working within Specialist Children Services requires that all hazards are to be reported, serious incidents investigated and that the hazard must be recorded on LIBERI in accordance with this Guidance. A hazard is a behaviour, situation or something with the inherent ‘potential to cause harm’ to a child, parent or member of staff. This can include violence, substance misuse, dangerous implements, such as that use as weapons (knives, guns, machines, etc.)

1. **RECORDING A HAZARD OR POTENTIAL HAZARD**

Specialist Children’s Services has a duty to make information available to staff and service providers (including those that are external to the Service and external to the Council) which will support the risk assessment process and subsequently result in safe working practices.

 There must, therefore, be a robust system in place to collect and record information relating to service users and significant others who may present a risk to staff within the Directorate, contracted agencies and members of the public (including children, young people and their families).

 The recording of a hazard flag on LIBERI is the principal method that will be used for this purpose. This will include use of a code to specify the type of hazard and free text to provide a brief explanation for the presence of the hazard flag.

 A hazard should be recorded where:

 (i) it is known that a service user or associate has a criminal record relating to hazard e.g. service user convicted of ‘actual bodily harm’ (ABH) or has been notified to the authority as posing a risk to children.

 (ii) Where an HS160 (Accident/Incident Investigation Form) has been completed following the report of a serious incident.

 (iii) Where there are frequent minor incidents of hazard, threatening hazard or intimidation reported using the HS157 (Accident/Incident Report Form).

 It is the responsibility of the Service Manager (or equivalent) to decide whether a hazard is to be recorded against a service user and/or their associates. This will be authorised via the use of a Hazards Input Form which will be reviewed every six months to ensure that it remains relevant and appropriate. This input form must be uploaded onto Liberi each time a Hazard is added and each time it is reviewed which will ensure a history of the decision making is retained.

 The exception to the above is for hazards recorded for ‘Persons who Pose a Risk to Children. The management of these hazards will be dealt with by the Management Information Unit (MIU) upon notifications from HM Prison Service, National Probation Service and MAPPA. Information containing the reason for the application of these flags is provided to a restricted group of staff (Team Managers and above) who can then access this information on behalf of other staff where there are individual enquiries and/or involvement.

1. **DATA PROTECTION**

In 1. reference is made to the requirement to input free text onto Liberi giving a brief explanation for the presence of the hazard flag. The free text entered is likely to be both sensitive and personal data and as such, its processing is covered by **the Data Protection Act 1998 (DPA) (link to reg).**

 There are clauses under Schedule 2 and 3 of the DPA which allow the Directorate to process this data without notifying the service user provided the ‘processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by a contract’.

 By virtue of its legal duty under the **Health & Safety at Work Act 1974** to safeguard the health and safety of its employees and those of its agents, KCC has adopted the position that the service user will not be informed as to the presence of a hazard flag on their record. This process is also underpinned by the requirements to safeguard children.

 When agreeing the content of the free text to be added to the Liberi record – either for the Service User or their associate(s), staff must ensure that this text provides an accurate and factual account of the hazard and/or the actions of the aggressor. If there are multiple incidents then the free text should continue to be added to, with relevant dates and the name of the person making the update clearly recorded.

1. **DEFINITION OF A SERIOUS INCIDENT**

The following indicators are provided to assist in the process of deciding what constitutes a serious incident and therefore when it might be appropriate to add a hazard to Liberi records. It is important to acknowledge that all staff will perceive and respond to threats and hazard differently it is for this reason that a Service Manager will make the decision, based on the facts that are presented to them.

 Possible indicators of a serious incident include:

* unwanted physical contact including sexual overtures
* physical assault
* threatening or aggressive be hazardous
* fear of reprisals on self or family
* feeling intimidated
* the presence of syringes without medical explanation and evidence

 For further reading; refer to the [**SCS serious incident protocol**](http://kentchildcare.proceduresonline.com/chapters/pr_serious.html)

1. **ADDING A HAZARD FLAG TO SERVICE USER OR ASSOCIATES RECORD ON LIBERI**

Following a serious incident, or when it is decided that a hazard should be recorded on the Liberi record (of the Service User or Associate) an input form with all the relevant information must be completed and forwarded to the appropriate Service Manager (or equivalent) for authorisation. A similar form is also required to record decisions made when the hazard flag is reviewed every six months. These forms must be uploaded onto Liberi as evidence of the decisions made. The user guide and forms can be accessed from SCS Performance Management [Guidance Documentation page](http://kccbusiness/sites/FSCMI/SitePages/Guidance%20Documentation.aspx).

1. **MAINTENANCE AND REVIEW OF HAZARD FLAGS ON LIBERI**

Every six months an automated task will be generated which will go to the current case holder. This will require them to complete the Review Hazard Form which should be uploaded to Liberi as a document evidencing the outcome and decisions made during the review of the hazard. If a decision is made that the hazard is no longer relevant/appropriate then this ending of the Hazard on Liberi must be authorised by the Service Manager (or equivalent. *Please note historical hazards will not display a Hazard lozenge on Liberi – the history will only be accessible by going to the Hazard Tab.* *This will be amended when Liberi is updated to version 12.*