

Title:	Process for staff raising a concern in relation to PREVENT	Serial Number: 01.005	
Owner:	EPRR Manager & PREVENT Lead		
Version:	4.0	Date: Jan 2020	Review: Jan 2022

Purpose	To provide a checklist for staff who have a concern in relation to PREVENT.		
Key information	<p>Follow the:</p> <p>NOTICE: CHECK: SHARE process for raising a concern as demonstrated at the Workshop to Raise Awareness of PREVENT (WRAP)</p>		
Staff member raising concern	<ol style="list-style-type: none"> 1. Member of staff 'NOTICES' a concern 2. 'CHECK' out your concern with a colleague or line manager, if you still have a concern 'SHARE' 3. SHARE you concern with the PREVENT Lead – Tracey Merrifield on ext. 5699, or the Safeguarding Leads for either Adults or Children; Gill Cobham on ext: 2814 or Angela Conway on ext. 2272 or any of the WRAP Facilitators: Pierre Morey, Colette Martindale or Sandy Woodbridge 4. If out of hours and there is an immediate risk notify the Duty Manager via Switchboard 5. Raise a DATIX to register the concern, under classification of incident/ adverse event field choose the drop down PREVENT, this will generate an automatic email to the Prevent Lead. As a minimum within the DATIX enter your contact details, a telephone conversation/meeting will follow as the first stage of the investigation. 		
Actions by Prevent Lead/Safeguarding Lead	<ol style="list-style-type: none"> 1. Once a DATIX has been submitted the Prevent Lead will receive an automatic email notification provided the person raising the concern has indicated the adverse event as PREVENT. 2. Arrange to contact the person reporting the concern with a follow up telephone conversation or meeting. 3. Gather information and identify if further action is required. 4. If appropriate make referral using the Channel Referral process for Avon, Somerset and Wiltshire as per Action Card: 01.004 		
Actions by Duty Manager	<p>If the PREVENT issue has been raised out of hours and there is an immediate risk report via 999.</p> <p>If out of hours and no immediate risk the referral can be carried forward and reported on the next working day, therefore email details of the case to the PREVENT Tracey Merrifield tmerrifield@nhs.net and arrange to discuss on the next working day.</p>		
Contacts	Role	Name	Contacts
	PREVENT Lead	Tracey Merrifield	tmerrifield@nhs.net Ext: 5699
	WRAP Facilitator/Subject Matter Expert	Pierre Morey	pierre.morey@nhs.net Ext: 5621
	WRAP Facilitator	Colette Martindale	colette.martindale@nhs.net Ext: 5832
	WRAP Facilitator	Sandy Woodbridge	sandy.woodbridge@nhs.net Ext: 5831