

ANNEX B

Staff Warning Register Dos and Don'ts

Do consider all the risks involved in any activity, and especially the possibility of meeting dangerous or difficult people. The Register only includes the people the council knows about; there are many others not on it, so there is always a risk.

Do make yourself aware of which role you are fulfilling at any time.

Do inform a person that you are aware of their Register entry, when fulfilling a non-corporate role, as soon as possible. This could be when explaining why certain arrangements are necessary (eg not visiting at home, alone).

Do complete relevant health & safety procedures, and violence & aggression policy options, after an incident. The register may be a viable option.

Don't nominate a person after an incident unless you can see how others would be able to use the information to reduce risk to themselves, and you can explain what that risk is.

Don't transfer recorded information outside the council, and your corporate role, unless the particular circumstances provide a lawful route to doing so.

Don't access the Register unless carrying out corporate functions; this would include preparation and follow-up work.

Don't make printed copies of the data because it would be too easy to inadvertently refer to it during another role or allow others to see it

Don't provide Register information to others (eg family members, or party workers out canvassing) unless professional advice indicates that it would be lawful to do so.