



ANDERIDA ADOLESCENT CARE

INTERNAL SOFT INTEL FORM POLICY AND PROCEDURE

There may be situations whilst you are at work, where you may feel some form of colleagues or teams' practice may not sit well with you- This could be something you have heard about, witnessed or even a feeling of uncertainty or discomfort around a colleague's actions or behaviour.

This form is to support everyone to be able to share important information about anything that has made them feel uncomfortable in relation to work, in a productive and safe manner. The purpose of this form is not to spy, gossip about, or to tell tales on your colleagues. It is to ensure that all staff receive the support they need to be able to develop and move forward within their role and safe relationships.

This information will be confidential, however may need to be shared with the appropriate persons. Sometimes there may not be any formal action taken, all information will be considered and may be helpful in identifying any wider concerns.

If staff feel they need to complete the form, this will be stored in public folder in the Anderida server. You will be required to complete this form with as much information as possible and then send it to the most relevant person:

Kerry Shoesmith - Director, Therapist (Kerry.shoesmith@anderidacare.co.uk)

Erica Castle - Director, Responsible Individual and Safeguarding lead (Erica.castle@anderidacare.co.uk)

Santa Fowler - Office Manager, Independent Complaints Officer (Santa.fowler@anderidacare.co.uk)

We all have a duty of care around our young people, although this is not a whistle blowing policy. It is in place as an additional support, to maintain and develop our safe practice. By identifying areas, this enables us to offer additional support to homes, staff and this could identify where training, group CBT sessions or individual sessions are required.

This form is to be ideally sent from your personal email, if this is not possible then it can be sent from the homes' email address. It is the staff's responsibility to ensure that the Intel Form is not available for other staff members to view. If the form is sent via the homes email address, staff are to ensure that this is deleted immediately.

If this is picture building and not elevated to the whistle blowing policy, this will be stored securely and maintained. Depending on the outcome you will be informed in accordance with the Whistle Blowing and other related policies.

This form is designed for Soft Intel, staff must be working within all other related policies and have the responsibility to continue to adhere to Anderida's Policies and Procedures.

SOFT INTEL FORM:

<i>Details of member of staff filling out this form:</i>			
Full Name:			
Role/position:			
Outline of your concern:	<i>Please provide as much detail as possible:</i>		
Full name of member of staff that the concern is about:			
Date of Concern:		Today's Date:	