




Recording the start of Long-term Segregation

Appendix B

The **start** of an episode of Long-term Segregation should be reported through the web based incident reporting system in the following way:




- Record the date and time that the episode of Long-term Segregation started.
- Within the detail of the incident box please indicate that Long-term Segregation Started.
- Use the following codes:
 - Cause Group = Long Term Segregation
 - Cause = LSO1 Long Term Segregation Start
- Tick Safeguarding Children OR Safeguarding Adult as appropriate in line with Policy so that the Safeguarding Team is informed.
- Complete outcome box to state Incident form completed.


What Happened and When
 DO NOT RECORD ANY NAMES IN THIS SECTION


Incident Date  
 Incident Time (24 hour clock) (hhmm) 

For all incidents, please describe accurately what happened. Do NOT use full names in this section, identify those involved using the list provided in the help section by selecting the ? symbol followed by their initials e.g. Staff Member AD and Visitor BC

Long Term Segregation Started.

Cause Group 
 Primary Cause  

Does this fit the Serious Incident criteria? In order to answer this question with a yes, please check in the help section adjacent to the question identified with a "?"
 Yes No 

Is this Safeguarding Children? Yes No
 Is this Safeguarding Adult? Yes No
 Is this a Seclusion Incident? Yes No 

What Action(s) were Taken?
 Please enter details of what actions were taken immediately after the incident. For Safeguarding Adults & Children Incidents, please describe how you safeguarded the situation and ensured the person's safety

Describe what actions were taken

Incident form completed.

Ending Long-term Segregation

The **end** of an episode of Long-term Segregation should be reported through the web based incident reporting system in the following way:

- Record the date and time that the episode of Long-term Segregation ended.
- Within the detail of the incident box please indicate that Long-term Segregation Stopped.
- Use the following codes:
 - Cause Group = Long Term Segregation
 - Cause = LSO2 Long Term Segregation Stop
- Tick Safeguarding Children OR Safeguarding Adult as appropriate in line with Policy so that the Safeguarding Team is informed.
- Complete outcome box to state Incident form completed.

What Happened and When
DO NOT RECORD ANY NAMES IN THIS SECTION

Incident Date

Incident Time (24 hour clock) (hhmm)

For all incidents, please describe accurately what happened. Do NOT use full names in this section, identify those involved using the list provided in the help section by selecting the ? symbol followed by their initials e.g. Staff Member AD and Visitor BC

Long Term Segregation Stopped.

Cause Group

Primary Cause

Does this fit the Serious Incident criteria? In order to answer this question with a yes, please check in the help section adjacent to the question identified with a "?"

Is this Safeguarding Children? Yes No

Is this Safeguarding Adult? Yes No

Is this a Seclusion Incident? Yes No

What Action(s) were Taken?

Please enter details of what actions were taken immediately after the incident. For Safeguarding Adults & Children Incidents, please describe how you safeguarded the situation and ensured the person's safety

Describe what actions were taken

Incident form completed.