STANDARD OPERATING PROCEDURE
FORENSIC - SECURITY BRIEFS

HTFT Document Reference **Humber Centre PSI Reference**	SOP20-044 (FPS 004)
Version Number	2.4
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Instigated by: **Date Instigated:**	Security Committee October 2013
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Consultation:	Security Meeting attendees
Ratified and Quality Checked by: **Date Ratified:**	Security Meeting
Name of Trust Strategy / Policy / **Guidelines this SOP refers to:**	

VALIDITY – All local SOPS should be accessed via the Trust intranet

CHANGE RECORD

Version	Date	Change details
1.0	*2/10/13*	*Reviewed – no amendments*
1.1	*6/1/16*	*Reviewed by Restrictive Practice Group – no action needed*
2.0	*16/1/19*	*Reviewed – no significant amendments*
2.1	*October 2020*	*Reviewed – no significant amendments*
2.2	*October 2021*	*Reviewed*
2.3	*June 2022*	*Reviewed – Removed incorrect CQC info. Updated electronic storage info. Introduction of a Log. Change to who may agree to security brief being shared with patient group* *Approved 4-July-22 (Security Committee)*
2.4	*Aug 2024*	*Reviewed to more accurately reflect the purpose of a security brief and to include information relating to trauma informed, least restrictive practice and diversity protocols. Also review date extended to 3-yearly.* *Approved 6 August 2024 (Security Committee)*

Contents

1. INTRODUCTION

Security briefs are specifically to summarise contemporary knowledge on security issues and review solutions, which help to improve the way we think about, and deal with security related events. They describe new / revised security procedures, forthcoming changes to practice due to works (e.g. not using a particular area) or they may describe unusual events of which staff need to be aware.

Care Quality Commission (CQC) – from April 2015 the Care Quality Commission (CQC) guidance Essential Standards of Quality and Safety and the 28 'outcomes' that it contained was replaced in its entirety by the 'Raising Standards putting people First' Strategy 2013-2016 which asked five key questions (Key lines of enquiry known as KLOEs):-

- Are we SAFE
- Are we CARING
- Are we EFFECTIVE
- Are we WELL LED
- Are we RESPONSIVE to individual's needs.

In 2021 a new strategy 'For the changing world of health and social care' was published using four themes (People and communities, Smarter regulations, Safety through learning. Accelerating improvement) with 12 outcomes, but the five key questions (Safe, Caring, Effective, Well Led and Responsive) are still central to the way the CQC regulates services.

2. SCOPE

This protocol is intended to guide and support quality care delivery and the practice of all staff working in Trust forensic division

3. DUTIES AND RESPONSIBILITIES

All service staff will be aware of the procedure and will work in accordance with it.

The Security meeting will review all security briefs.

The Health, Safety, and Security Lead will maintain a database of the NHS.net e-mail addresses of all staff who are security inducted to the service.

4. PROCEDURES

4.1. Formulating a Security Brief

Security Briefs will be formulated by the Health, Safety, and Security Lead or senior service staff, using the format attached as Appendix 1 to this protocol. The Security Brief will be used to communicate any reminders or changes to security processes.

Security Communications will be formulated by the Health, Safety and Security Lead or senior service staff using the format attached as Appendix 2 to this protocol. The Security Communications will be used to communicate information related to security that does not meet the Security Brief

In urgent ('out of hours') cases, Security Briefs may be composed by the co-ordinating manager in order to communicate important information to other staff. However, this may be time consuming, and other methods of communication may be more effective.

4.2. Circulation / Communication

Security Briefs will be circulated electronically to all staff who are security inducted to the service, and consequently whose contact details are in the (Microsoft Excel) database maintained by the Admin and Security team. Accessible at; V:\Forensic\Security\Private\Security Briefs

Upon issue, all staff on duty will be made aware by means of a pager message and emailed to all staff that have received a security induction. Thereafter clinical teams will communicate the issue in handovers, on shift logs and other team communication approaches.

Security Briefs will not be discussed in forums where patients are present, unless it has been explicitly decided that this would be appropriate. Such a decision would require Security Meeting ratification or in urgent circumstances agreement by a member of the senior leadership team and a forensic consultant psychiatrist.

A word copy of all security briefs will be kept in V:\Forensic\Security\Private\Security Briefs, this will be accessible to the security team, senior leadership team, Duty Managers, PA to general manager/clinical lead, admin manager.

A pdf copy of all security briefs will be kept in V:\Forensic\Security\Public, this will be accessible to all staff

Security Briefs will be stored in these electronic folders by month/year. A log will be kept of date issued and summary. Log will be maintained in the Private folder with a copy available in the public folder

4.3. Evaluation / Review

Security Briefs will be reviewed at the next meeting of the Security Committee. This review will be recorded in the Security meeting notes.

Consideration can then be given to longer term strategies when appropriate, such as changes to practice or procedure.

5. IMPLEMENTATION

This procedure will be published on the Trust Intranet, Clinical Policies, Procedures and SOPs (humber.nhs.uk) All staff reminded of this in their induction and annual security update.

The implementation of this procedure requires no additional financial resource.

6. REFERENCES/EVIDENCE/GLOSSARY/DEFINITIONS

None.

7. RELEVANT HFT POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES

None identified.

Appendix 1 – Security Brief Template

SECURITY BRIEF

Humber Centre for Forensic
Psychiatry
Willerby Hill
Beverley Road
Willerby
HU10 6AW

Tel: 01482 336200

TO: All staff

FROM:

CC: Security Meeting

DATE:

SUBJECT:

THE INFORMATION CONTAINED IN THIS SECURITY BRIEF IS CONFIDENTIAL AND SHOULD NOT BE CIRCULATED OUTSIDE THE SERVICE.

Log of Security Briefs

Date	Summary

Appendix 2 – Security Communication Template

SECURITY COMMUNICATION

NHS
Humber Teaching
NHS Foundation Trust

TO: All staff

FROM: Humber Centre for
                                                                      Forensic Psychiatry
CC: Security Meeting   Willerby Hill
                                                                      Beverley Road
DATE: Willerby
                                                                      HU10 6AW

SUBJECT:
                                                                      Tel: 01482 336200
                                                                      Fax: 01482 478703

**THE INFORMATION CONTAINED IN THIS SECURITY COMMUNICATION IS
CONFIDENTIAL
AND SHOULD NOT BE CIRCULATED OUTSIDE THE SERVICE.**

Log of Security Communication

Date	Summary