In core hours - discuss with Invicta Law Outcome of discussion with Invicta Law to be contained on RIO.

Out of core hours - shift coordinator to decide whether unlawful detention needs to be decided immediately. If yes, then shift coordinator to utilise knowledge and make a decision as to lawfulness of detention.

Admin to open a folder under service users name in unlawful detention folder on KCC shared drive. Any correspondence with Invicta Law and policy to be stored in this folder.\*\*

Service user to be sent a letter using template. Will service user have capacity to understand the letter? Ask person identified to support to feedback on service user’s understanding.

No - consider who can support for service user and contact them and arrange this. Ideally support should be IMHA or solicitor. Ask them for feedback about the service user’s capacity to understand their rights.

Yes - consider if they would like anyone else involved in supporting them.

Record information in letter and upload to RIO

Advise care coordinator of letter and reason behind it\*

If service user is an in-patient, then advise the nurse in charge of the ward.\*

Any feedback from those involved in the service users care to be recorded on RIO.

Any further correspondence between service user and Invicta Law to be stored in the unlawful detention in the service user’s folder.