

To: All CSC Staff

**Gail Hancock**  
Interim Director for Children's Safeguarding and Care  
Shire Hall  
Westgate Street  
Gloucester,  
GL1 2TG  
email: gail.hancock@gloucestershire.gov.uk

Please ask for: Gail Hancock

Phone: 01452 425775

Our Ref: gh/jp

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Dear Colleagues

**Re: Liquid Logic Restriction Policy**

I hope you are keeping well. As you will hopefully be aware the Children's Social Care Leadership Team has been busy trying to address some of the identified Liquid Logic functionality issues to further develop and improve children's electronic records. Part of this work focuses on how we ensure that appropriate restrictions are in place when this is necessary. There are occasions when records need to be restricted, for example when members of staff may require a service in respect of their own children and when members of staff know children and families receiving a service.

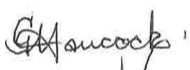
As I'm sure you will appreciate, it is essential that we protect personal information and respect the privacy of our staff and their relationships with family and friends so that sensitive information cannot be accessed or shared inappropriately. We have a number of children's records that are locked or have restricted access and this new electronic functionality will support identified Managers to be able to review these regularly and remove the restrictions more easily when it is appropriate to do so.

The previous arrangements were managed manually and triggered with the completion of a word document. I am pleased to inform you that the new electronic process now exists in Liquid Logic, in both LCS and EHM, and we anticipate this will be more efficient and effective. We have developed the relevant template in the Liquid Logic 'forms' section of children's records and we are now ready for this to become operational.

Please take some time to read and reflect on the attached policy and to acquaint yourself with the new template in Liquid Logic 'forms'. Please also discuss this development with your colleagues and raise it in your team meetings and supervision sessions. If you have any questions or queries please contact Julie Miles, Head of Service in Cheltenham, or Tom Underwood, Business Manager, who are happy to assist. Thank you for your continuing hard work and commitment, it is very much appreciated.

I appreciate that there continues to be a number of changes and developments across the system at the moment and I appreciate your continuing help and support with these improvements. This is an integral part of our planned improvement programme so please be assured that these things are essential to support our journey and, most importantly, will ultimately help us to achieve the best possible outcomes for our children and young people.

Kind Regards



Gail Hancock, Interim Director for Children's Safeguarding and Care