

Our Reference

Pose risk Letter 1

Date

Contact

Telephone

01332 88

E-mail

@derbyhomes.org

Dear

MARKER ON YOUR RECORDS FOR STAFF

Derby Homes has a legal responsibility to ensure the health and safety of its staff.

We have placed a marker on your records. This marker gives staff special instructions when delivering services to you. This will not affect the quality of service you receive in any way. The decision to put on a marker was made following a risk assessment and because of either

- your behaviour towards our staff or those of other organisations
- information that has been passed to us by the Police, the Health Service or other organisations

The marker will remain in place for six months. At that time it will be reviewed again.

Most warnings will be removed after 6 months if there have been no problems. There are cases though where the marker will remain for longer and sometimes permanently. This will happen when the behaviour was very serious or where the risk is considered to be high.

I believe you have been treated fairly in reaching this decision. However, if you feel you have not you can ask for this to be reviewed by contacting me. If you have any questions please contact me.

Yours sincerely

Your name

Your job title