

Practitioner Guide for adding warning markers to Mosaic

This practice guidance is for social workers and managers in Children’s Social Work Services. The guidance relates to when warning markers should be added to a record in MOSAIC, in what circumstances, and how safeguarding risks are recorded and evidenced. It is informed by:

- [Data Protection Act 2018 and UK General Data Protection Regulation \(UK GDPR\)](#)
- [Confidentiality Policy \(trixonline.co.uk\)](#)
- [Access to Records/Subject Access Requests \(trixonline.co.uk\)](#)
- [InSite - General Data Protection Regulation \(GDPR\) \(leeds.gov.uk\)](#)

Best Practice

Warning markers are added to records of individuals on MOSAIC as an alert to the fact that a person may present a risk to children, adults, or staff. The use of warning markers is underpinned by the principles of Data Protection. Appendix 1 references the different circumstances in which markers are added to all case recording systems in Leeds, including MOSAIC.

Typically, warning markers are added when:

- An individual is being managed via Multi Agency Public Protection arrangements (MAPPA) because they are a medium or high risk to the public
- An individual has been flagged at MARAC as a perpetrator of domestic abuse (medium or high risk)
- An individual has threatened or harmed a member of staff

In Children’s Social work, safeguarding warning markers should be added to MOSAIC for:

- Individuals who have been cautioned or convicted of any offence committed against a child
- Individuals against whom there has been a finding in the civil or family court that they have harmed a child. (e.g., a finding of fact during care proceedings)
- Individuals for whom there has been a LADO (Local Authority Designated Officer) investigation which concluded they were responsible for causing harm to a child. i.e., the outcome of the allegations management process was “substantiated”
- Individuals who have been the subject of a person posing risk to children (PPRC) assessment, completed by CSWS (Children Social Work Services), where the conclusion is that they present a risk to children
- Individuals whom CSWS are aware of via multiagency forums such as Clare’s Law /Sarah’s Law, where it was decided disclosures should be made to protect adults or children
- Individuals whose past or current behaviour indicates they present a risk to children e.g. history of committing domestic violence or serious assaults but not convicted, and who have not been the subject of a Person Posing Risk to Children assessment (PPRC). (For example, where they were not living with a child previously, so a PPRC was not done. If now living with a child, a PPRC would be completed)
- Individuals who have presented a significant risk to staff, have threatened, or committed violence, and where a management decision has been taken to protect staff
- Children or young people who have been convicted of sexually harmful or violent behaviour

Practice points

1. Warning markers do not provide all the information required to describe the risk. They are merely a “flag” to alert colleagues now, or in future, that at the time the marker was added, the individual was deemed to present a risk

2. Warning markers should be short and written using precise terms. They must refer to accompanying documentary evidence, including where on MOSAIC this is stored, with date, which should be uploaded to the individual's MOSAIC record
3. General terms such as "Mr X is a risk to children" or "Ms Z has threatened staff" should be avoided. Instead, the warning marker should direct the reader to the part of the record which contains the evidence of risk
4. When adding the marker, the supporting evidence should be uploaded to the record at the same time
Examples:
 - Mr X has been assessed as presenting a risk of harm to children – see Person Posing risk to Children assessment dated 10/11/2020 in Documents
 - Ms Z has been deemed a risk to staff and must not be visited at home – office visits only. See case decision dated 20/04/2021
 - Mr Y has been found to have caused significant harm to a child during care proceedings in the Family Court. See Finding of Fact dated 10/02/2021 in Documents
5. Where an individual has been convicted of criminal offences such as sexual or violent offences, the warning marker should state this, and direct the reader to the "offences" tab on the home page, which should be completed accurately to record the offences.
6. Orders such as Sexual Offence Prevention orders (SOPO) or Sexual Harm Prevention orders (SHPO) can also be recorded here. These orders often have time scales attached to them (although some are indefinite) and this should be recorded too. Similarly, if an individual is added to the sex offender register following their conviction, this can be added also. Offences must only be added to the record of the offender and not to any linked child. If in doubt, Probation can provide accurate details as to criminal convictions.
7. A warning marker is about the individual who presents a risk and should be added to their MOSAIC record, with the supporting evidence uploaded to documents in their own record. If that individual is linked to any children e.g., as a parent/grandparent/stepparent, the marker will also appear on the child's record.
8. A warning marker is intended to alert colleagues now, or in the future, that an individual may present a risk. It is therefore important that, where subsequent social work involvement indicates risk is reduced, that warning markers are reviewed and not left on records for lengthy periods. An example would be where a PPRC assessment carried out by social workers has determined that a person no longer presents a risk to children and that previous concerns have been addressed.
9. The decision to add a warning marker to any record is a management decision, made by a Team Manager or SDM. Social workers should discuss the need for a marker with their manager in advance. It is the responsibility of the manager to add the warning marker. The Manager should also check that any supporting evidence has been added to the record at the same time.

How to add a warning marker:

1. On the home page of the individual, click person details – **notes**:
2. Select "Add" (bottom right of screen)
3. From the picklist "type of note" select "warning"
4. In the free text box, record what the nature of the risk is and where the supporting evidence is located on the individual's MOSAIC record. This will either be in the Offences tab (if there has been a conviction)), in documents, or in Case Notes. It is important to record the **date** this information was added
5. Click "save"

	CHILD SAFEGUARDING	VULNERABLE ADULT AT RISK	RISK TO SELF	RISK TO STAFF	MISSING PERSON	DISCLOSURE RISK
ADD WHEN	Refer to practice guidance above	Where risk assessment (Confirmed in safeguarding process) confirms vulnerable person is at significant risk of harm	Risk assessment by health professional confirms significant risk of self-harm or suicide	A risk to staff has been identified within documented risk assessment	On notification from other authority or police	Risk assessment indicates that service user (and/or family) are at significant risk if information disclosed. e.g., address details
DOCUMENTATION REQUIRED	Refer to practice guidance	Risk assessment and record of decision within safeguarding process	Health assessment (or notification thereof)	Risk assessment	Notification email/letter/details of phone call	None
ADDED/ AUTHORISED BY	Team Manager/SDM	Responsible Manager	Team Manager/SDM	Line Manager of staff member completing risk assessment	Admin or safeguarding	Team Manager/SDM
SUBJECT NOTIFIED BY LETTER WHEN ADDED	No	Subject notified within adult safeguarding process	No	Yes/No	No	No
REVIEW BY & WHEN	SDM – annual review MAPPa notification – minimum standard of annual review. Prison notification - 75 years	Responsible team (Manager) – minimum standard of annual review	Worker (liaison with health professional) at next review	The worker, at next case review or 12 months	Admin, after 6 months	Worker, after 12 months
REMOVE WHEN	MAPPa notification or Review of risk assessment indicates	Review of risk assessment indicates reduction of risk	Confirmation from health professional of reduced risk	No longer a threat to staff against all evidence/criteria	Person found or no further evidence that they are missing	Threat determined to no longer exist