



Deprivation of Liberty Safeguards

Care Homes - Guidance for Registered Persons

[Mae'r ddogfen hon hefyd ar gael yn Gymraeg](#) / This document is also available in Welsh

Introduction

CIW are implementing a new system to monitor the operation of the Deprivation of Liberty Safeguarding arrangements in Wales.

The Deprivation of Liberty Safeguarding (DoLS) - Code of Practice (Chapter 11), states that the Welsh Ministers have responsibility to monitor the operation of safeguarding arrangements and have the power to require responsible persons of adult care homes to provide them with information for that purpose. That function is carried out by CIW on behalf of Welsh Ministers. A copy of the code is available at [\(DoLS Code of Practice\)](#)

From 1 May 2013, CIW are asking registered persons of adult care homes to provide written notification, of all DoLS authorisation requests, on a prescribed form. The information is being requested using existing powers under Sect.31(1) Care Standards Act 2000, [Sect. 31\(1\)](#) requires a person who carries on or manages a care home to provide CIW with any information relating to the care home which it considers it necessary to have. CIW will use this information to monitor DoLS arrangements in care homes across Wales. The operation of DoLS processes will also be monitored by limited sampling of safeguarding arrangements during routine inspection visits.

Reporting a notifiable event or incident

CIW have produced DoLS notification forms for you to use. These are available on our website at [CIW.org.uk](#)

There is no legal requirement for you to use these forms, however they have been produced to assist you to provide CIW with the information that is required.

Although the regulations require that registered persons to notify CIW, we acknowledge that, as the registered person, you may wish to delegate this task to another suitable person(s).

Completing the notification form

Please complete each section on the form. The forms have been designed to provide information for the purposes of statistics. The form is brief and should take only a minute or so to complete.

Personal Data

Registered persons are advised that it is their responsibility as 'data controllers' to ensure that their processing of information to CIW is compliant with the Data Protection Act 1998.

Submitting the notification form

Completed forms can be sent:

By **secure email** to a CIW office:

- North Wales – CSSIW-Notifications-North@Wales.GSI.Gov.UK
- South East Wales – CSSIW-Notifications-SouthEast@Wales.GSI.Gov.UK
- South West Wales – CSSIW-Notification-SouthWest@Wales.GSI.Gov.UK

By **Recorded Delivery** to a CIW office:

| | | |
|--|---|---|
| <p>Care Inspectorate Wales Government Buildings, Sarn Mynach, Llandudno Junction LL31 9RZ Fax: 0872 437 7301</p> | <p>Care Inspectorate Wales Welsh Government Building, Rhydycar Business Park Merthyr Tydfil CF48 1UZ Fax: 0872 437 7302</p> | <p>Care Inspectorate Wales Government Buildings Picton Terrace Carmarthen SA31 3BT Fax: 0872 437 7303</p> |
|--|---|---|

Completed forms must not be sent directly to specific CIW staff.

What does CIW do when it receives a DoLS notification form?

DoLS notifications which are sent to the notifications e-mail account mailboxes will receive an automated acknowledgement. If you have sent a notification to the mailbox and do not receive an acknowledgement within 2

working days, please contact a CIW office you submitted the notification to (our contact details can be found at the end of this guidance note). We only provide acknowledgements for notifications received into the e-mail account mailboxes.

All notifications will be considered by CIW within five working days.

Privacy Notice

Completed DoLS notification forms should include the name and date of birth of the service user concerned.

When we receive a completed notification form we make a record of the information included on the form.

Sometimes we need to share that information with other regulators, local authorities and health boards in order for them to decide whether they need to take any action to safeguard individuals using the service. In line with the law we ensure that any personal data is kept securely.

I have some more questions

If you have any more questions please contact a CIW office.

CIW North Wales

Government Buildings, Sarn Mynach, Llandudno Junction LL31 9RZ

Telephone: 0300 7900 126 **Fax:** 0872 437 7301

Email: CSSIW.north@wales.gsi.gov.uk

CIW South East Wales

Welsh Government Building, Rhydycar Business Park Merthyr Tydfil CF48 1UZ

Telephone: 0300 7900 126 **Fax:** 0872 437 7302

Email: CSSIW.southeast@wales.gsi.gov.uk

CIW South West Wales

Government Buildings, Picton Terrace Carmarthen SA31 3BT

Telephone: 0300 7900 126 **Fax:** 0872 437 7303

E-mail: CSSIW.southwest@wales.gsi.gov.uk

We are keen to improve the way we provide information to people. If you have any comments or suggestions as to how this leaflet can be improved please contact us through our website: www.CIW.org.uk

Or by telephoning, emailing or writing using the contact details below:

CIW

Welsh Government
Government Buildings
Rhydycar
CF48 1UZ

Telephone: 0300 7900 126

Email: CIW@wales.gsi.gov.uk