This form is to be completed, and authorised, by the Head of Service/Manager making the decision to leave a Cautionary Contact on the SSR, without notification or confirmation correspondence.

Name of Cautionary Contact: Address of Cautionary Contact:

Postcode:

Date of Incident: Initial date of SSR Inclusion:

Third Party referral for continued inclusion on the SSR - withholding written correspondence:

Police: Fire: ECC: Medical Expert/Contractor: Intelligence:

Harlow Council Section or other – Contact Name & Details:

Postcode: email:

Telephone No:

Please state:

Managing Director/Head of Service/Designated Managers reasoning for remained inclusion on the SSR – explanation and justification for withholding correspondence:

Or

Third Party reasoning for remained inclusion on the SSR – explanation and justification for withholding correspondence:

Date of review for continued inclusion – withholding written correspondence:

Managing Director/Head of Service/

Designated Managers signature: Date:

Achieve SR Reference Number:

Print Name:

Service: