

## Red Flag Reports

Red Flags are used to formally record and escalate situations where safe and appropriate staffing cannot be achieved following mitigation, or where escalation is required out with site safety meetings.

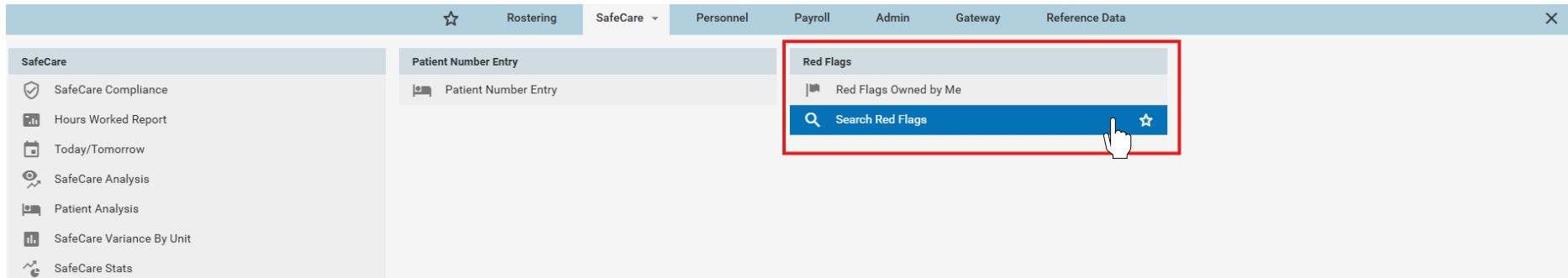
SafeCare will calculate **required versus actual hours** when staff enter patient numbers per acuity category. A Red Flag must be raised when *residual* risk remains after mitigation **and/or** when required by the service outside site safety periods. Red Flags must be used **in addition to** local incident reporting systems—not instead of them. Where risks cannot be fully mitigated and RAGG remains **Red**, a **Datix** must be completed.

SafeCare reports support:

- Identification of open Red Flags
- Identification of severe and recurrent risk
- Board-level assurance and statutory reporting

There are two Red Flag reports can be run to identify open Red Flags. These are **Red Flag Search** and **Red Flag Owned by Me**. The Red Flag Search reports on all Red Flags within the specified parameters and Red Flag Owned by Me will identify your own Red Flags only.

- Navigate to **SafeCare > Red Flags owned by Me/Search Red Flags**



SafeCare

- SafeCare Compliance
- Hours Worked Report
- Today/Tomorrow
- SafeCare Analysis
- Patient Analysis
- SafeCare Variance By Unit
- SafeCare Stats

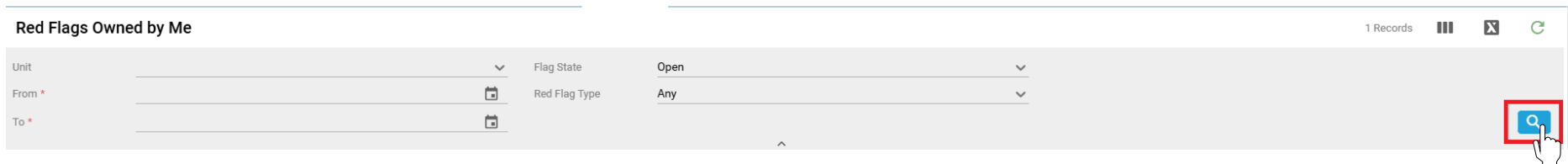
Patient Number Entry

Patient Number Entry

Red Flags

- Red Flags Owned by Me
- Search Red Flags**

- Set your **parameters** and using the drop-down menus



Red Flags Owned by Me

1 Records

Unit

Flag State

Open

From \*

Red Flag Type

Any

To \*

Search

- You can change the **Flag State** and **Red Flag Type** dropdowns

Red Flag Type Any

Any

Business Continuity

Decision Review

High Risk to Appropriate Staffing in Future

Staff Wellbeing

Voiced Care Concern

Flag State Any

Red Flag Type Any

Open

Reviewed

Raised In Error

Resolved

- Flag States:
  - ❖ **Business Continuity** - Any risk or issue relating to flood, fire, power cut, etc. Whether real or practice drill.
  - ❖ **Decision Review** - To request a review of the final decision made on an identified risk (please specify in notes)
  - ❖ **High Risk to Appropriate Staffing in Future** - Use to highlight an expected shortfall at a future shift (**within 24hrs**), such as staff calling in sick first thing in the morning for the following night shift
  - ❖ **Staff Wellbeing** - Any risk relating to staff wellbeing e.g., missed breaks
  - ❖ **Voiced Care Concern** - To enable every team member/ patient / member of public who do not have relevant access to SafeCare Professional Judgement to raise a concern about staffing.

- Use the **Finder tools** to specify your search criteria and then press the **Find icon** (magnifying glass) to run the report. The search entries will be returned in the **grid** below. Select the required **Red Flag** episode from the grid to display the **Red Flag** panel.

Allocate Optima
Development
17 Mar 2025

Rostering
SafeCare
Personnel
Payroll
Admin
Gateway
Ref

### Search Red Flags

Unit: Barrington Ward
Flag State: Open

From: 17/03/2025
Red Flag Type: Any

To: 25/03/2025

| Unit            | Red Flag Type                        | Shift | Shift Type | Occurred On | Day of week | Raised By                | Raised On  | Status | Owner        | Notes |
|-----------------|--------------------------------------|-------|------------|-------------|-------------|--------------------------|------------|--------|--------------|-------|
| Barrington Ward | Vital signs not assessed or recorded | Late  | Evening    | 21/03/2025  | Friday      | Administrator Super User | 25/03/2025 | Open   | Wilson Obert | -     |
| Barrington Ward | Less than 2 RNs on shift             | Late  | Evening    | 21/03/2025  | Friday      | Administrator Super User | 25/03/2025 | Open   | Wilson Obert | -     |

Red Flags
Vital signs not assessed or recorded

Unit: Barrington Ward
Shift: L On 21/03/2025
Raised By: Administrator Super User
Raised On: 25/03/2025 15:15

Red Flag Details
Flag Shift Details
Audit Trail

Edit Red Flag

#### Red Flag Type

Vital signs not assessed or recorded

Patient vital signs not assessed or recorded as outlined in the care plan.

Status: Open
Owner: Wilson Obert

Clear
Save

Notes: No Notes
Add Note

- On the **Red Flag Details** tab, click on the **Status** drop down to manage the red flag. The **Owner** of the Red Flag can also be changed. Add **notes** to describe any changes you have made.

Red Flags

Decision Review

Unit Training Ward 02

Raised By Brennan, Billy (8436527)

Shift L On 21/01/2026

Raised On 28/01/2026 11:43

Red Flag Details

Flag Shift Details

Audit Trail

Edit Red Flag

Red Flag Type

Decision Review

To request a review of the final decision made on an identified risk (please specify in notes).

Status

Resolved

Open

Reviewed

Raised In Error

Resolved

Owner

Alexis Rose

...

Clear

Save

Add Note

Notes

Brennan, Billy (8436527) 28/01/2026 11:43

- Change to the **Flag Shift Details** tab for more information. This displays data, from SafeCare, for the shift where the red flag was added.

Red Flags

Decision Review

Unit Training Ward 02

Raised By Brennan, Billy (8436527)

Shift L On 21/01/2026

Raised On 28/01/2026 11:43

Red Flag Details

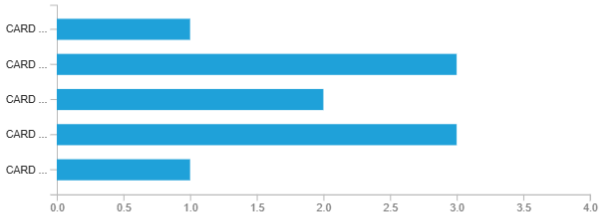
Flag Shift Details

Audit Trail

Shift Safe Staffing Stats

| Hrs. Required ↑ | Missing Skills | Missing Cover | Unfilled Duties | % Temp Staff |
|-----------------|----------------|---------------|-----------------|--------------|
| 8.5             | 0              | 0             | 1               | 0            |

Patients by Type for Afternoon Census (50 % Occupancy)



Rostered Staff

Included in SafeCare calculation

| Name ↑          | Adjusted T | Grade Type | Grade       | Team | Bank/Agency |
|-----------------|------------|------------|-------------|------|-------------|
| Alexis Rose     | -          | RN         | Band 5 RN   | RN   | -           |
| Bev Taylor      | -          | HCSW       | Band 3 HCSW | HCSW | -           |
| Sebastian Raine | -          | HCSW       | Band 3 HCSW | HCSW | -           |
| Twyla Sands     | -          | RN         | Band 6 RN   | RN   | -           |

- There's also an **Audit Trail** tab to keep track of changes. The Audit trail provides details of Actions, the user, the date action taken and the lead time from the date the Flag was raised.

Red Flags

Decision Review

Unit Training Ward 02  
Shift E On 05/02/2026

Raised By Brennan, Billy (8436527)  
Raised On 05/02/2026 16:11

Red Flag Details
Flag Shift Details
Audit Trail

Audit Trail

| Audit Event Type                                                                                | User                                      | On                                                           | Lead Time     |
|-------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------|---------------|
|  Note Added    | Brown, Nicola<br>Note                     | 13/02/2026 14:41<br>Now reviewed. Final decision made on XXX | -8 Days 1 Hrs |
|  Flag Reviewed | Brown, Nicola                             | 13/02/2026 14:39                                             | -8 Days 1 Hrs |
|  Note Added    | Brown, Nicola<br>Note                     | 13/02/2026 14:38<br>Test 01                                  | -8 Days 1 Hrs |
|  Flag Raised | Brennan, Billy (8436527)<br>Note<br>Owner | 05/02/2026 16:11<br>Notes.<br>Brewer, Patrick (7641536)      | -             |