

TRAUMA RISK MANAGEMENT (TRiM) Procedure

When to use TRiM

An incident requiring TRiM is any incident with a set of circumstances that may produce a high level of emotion during, immediately post-incident or sometime after the incident. This reaction may or may not be apparent to the individual, but is likely to surpass the individual's normal coping mechanism.

For the purpose of this a serious incident could include:

- Staff experiencing or witnessing a serious injury, particularly involving colleagues
- An incident that involves death, disablement, disfigurement or is perceived as life threatening
- Serious abuse, injury or death to a child
- Where the incident is complex, long-lasting and / or has occurred on multiple occasions
- An incident involving a member of staff in a near miss situation
- Death in custody
- An individual has been exposed to multiple relatively minor incidents
- Serious public disorder.

TRiM referrals

TRiM referrals can be initiated by any member of Staffordshire Police. The completed referral should be sent to trim.referrals@staffordshire.police.uk. The TRiM referral form can be found on the intranet TRiM homepage and should include the following:

- Details of the incident and the individuals role within it (STORM reference where appropriate)
- Contact details for the line manager and availability
- Details of all individuals involved
- A group referral can be made using the same referral form but will need to contain the individual details and involvement of all parties being referred.

The TRiM referrals inbox will be monitored on a rota basis between managers.

Process timescales

Within 0 – 24 hours

Following a traumatic or potentially traumatic incident the importance of a supervisor led debrief should not be underestimated. This gives line managers and supervisors the opportunity to identify individuals who may need further support and ensure that the support

is put in place in a timely manner. A de-brief should be conducted with any individual involved in the incident during the same tour of duty. A line manager de-brief guide is provided on the TRiM homepage to support supervision with this process. Where the incident is considered to be particularly distressing consideration may be given to grant special leave.

Managers should consider a TRiM referral at this stage if the criteria is considered to be met. TRiM referral form to be completed as above.

Within 24 – 72 hours

TRiM referral form will be assessed and actioned accordingly by a TRiM manager. This will usually involve the TRiM manager arranging a Trauma Incident Briefing (TIB) however sometimes an offer of support email will suffice.

Whilst the manager will aim to complete this within 72 hours this may not always be possible due to shifts worked. Conversely when an incident has had a significant impact then every effort will be made to conduct a TIB as soon as reasonably practicable, even within 24 hours.

Any requirement for a TRiM one to one or group assessment will be arranged and completed following the TIB. Timescale for this will be dependent on the availability of those involved. The aim will be for this to be completed at the earliest opportunity following the TIB.

If an individual is considered to be at risk the TRiM manager or line manager to refer to OHU for advice and treatment.

28 days and 3-month follow up

Follow up sessions to be completed approximately 28 days after the initial TRiM assessment held. Further follow up to be completed at the three-month mark if required. Any action arising from the follow up meetings to be managed by the TRiM team. At any point during this process a referral can be made to OHU if required.

TRiM sessions

A Trauma Incident Briefing (TIB) is a short presentation which will seek to include an operational update from a manager involved in the incident. An emotional debrief will be conducted to help any individual involved understand their reactions to an incident.

If assessed as requiring a TRiM assessment this will be arranged with a TRiM practitioner as directed by their TRiM manager. Assessments can be carried out during a one to one assessment or as a group assessment if this is appropriate. The options for this will be discussed during the planning meeting. Any TRiM process is voluntary and the decision of the individual involved.

During a TRiM assessment the individual will be able to discuss what has happened and how they feel about the incident now. The assessment will inform the practitioner as to what support may be beneficial moving forwards.

Post Incident Procedures

The PIP process will take precedence over any TRiM process. However, it is recognised that the sharing of the principles of TRiM can be helpful and delaying access to welfare support can be detrimental. Therefore, officers and staff identified as being part of a PIP process will be emailed with an acknowledgement email from a TRiM Manager, signposting to self-help support and reassurance that TRiM will be available following completion of stage 4 accounts.

The TRiM Manager will seek updates from the Post Incident Manager around dates so that if any TIBs or assessments are required these can be arranged by the TRiM Manager in the usual way without further delay.

TRiM Roles & Responsibilities

TRiM Force Coordinator

- Trained in the role of practitioner and manager
- Responsible for monitoring on-going training and CPD
- Ensuring correct governance around TRiM by coordinating with wellbeing groups etc
- Responsible for updating all policy and process documents
- Budget holder
- Overseeing recruitment, retention and compliance of staff
- Engage with practitioners, managers and individuals to ensure an understanding of TRiM and the different roles within TRiM.

TRiM Manager

- Trained in the role of practitioner and manager
- Monitor the TRiM referral inbox on a rota basis. Assess new referrals during their 'on duty' period and action any referrals accordingly
- Assign a TRiM practitioner to attend the TIB and any required TRiM assessments.
- Ensure that confidential records are maintained throughout the process
- Following an assessment make contact with the practitioner to ensure their wellbeing. Managers will also provide support and guidance to practitioners throughout
- Formal CPD to be held with practitioners led by TRiM Coordinator and Managers bi-annually
- Managers to complete a minimum of two TRiM assessments per year

TRiM Practitioner

- Trained in the role of TRiM practitioner
- Adhere to the principles of TRiM and maintain high levels of professionalism
- Carry out TRiM assessments as directed
- Identify aspects of an incident that may have a negative impact on those involved
- Identify individuals that may require specialist support
- Identify an appropriate time and location to conduct any required TRiM assessment
- Participate in a TIB as required
- Encourage individuals to seek the support of their line manager where appropriate
- Record all incidents of intervention including where intervention has been declined and provide relevant information to the TL
- Notify their TRiM manager if any circumstance changes for them that would undertaking the role or request a period of leave if required

- Decline involvement with the process if they have been adversely affected by the traumatic incident (or a similar incident) or if they feel that their involvement in a TRiM assessment would be inappropriate for any other reason
- Keep details of any assessment confidential unless an individual gives consent or there is a suspicion of a potential risk to any person or illegal acts taking place
- Conduct a minimum of two TRiM assessments per year, attend the required CPD as directed and attend the required training as directed

Line Management and Force Responsibilities

- Ensuring a full de-brief is conducted with officers and staff following a potentially traumatic event utilising the manager de-brief on the TRiM home page
- Consider the impacts of trauma on staff
- Complete the relevant referrals to TRiM and other supportive departments such as Occupational Health
- Releasing staff to attend TRiM appointments
- Line managers agree to release individuals to allow them to fulfil their TRiM role including training
- Line managers to allow officers and staff to attend TRiM TIBs or assessments. If applicable to also follow recommendations from TRiM team around deployment, reasonable adjustments and OHARF referrals, the latter to be completed by the line manager.

Confidentiality

TRiM is a confidential process. The details discussed will be held in confidence and not disclosed to any other person aside from in the below circumstances:

- Concern you may harm yourself
- Concern you may cause harm to others
- Involvement in criminal activity or a disciplinary matter
- A risk is identified to you if you continue to be exposed to trauma in your role

All TRiM Managers and Practitioners to read, understand and sign the TRiM Confidentiality Agreement. This will be held in the TRiM folder on the confidential R Drive, along with all other relevant and necessary TRiM material.