

## **Freedom of Information – Response – 27415**

*I am requesting the following administrative information about the safeguarding case management system used by your authority. For clarity, this request concerns metadata fields, indexing structures, categorisation schemes, and system identification only. It does not seek case content, personal data, or technical security architecture.*

### *1. List of metadata fields*

*Please provide a complete list of all metadata fields used to record safeguarding concerns, referrals, assessments, investigations, and outcomes. For each field, please include:*

- *the field name*
- *a brief description of its purpose*
- *whether the field is mandatory or optional*

*Please see the attached spreadsheet, named: "FOI\_27415".*

### *2. Field type classification*

*For each metadata field listed above, please confirm:*

- *whether the field is free text*
- *whether the field uses fixed categories*
- *whether the field uses coded values*
- *whether the field is a date, numeric, or Boolean field*

*Please see the attached spreadsheet, named: "FOI\_27415".*

*If categories or coded values are used, please provide the full list of available options.*

### *3. Search and retrieval capability*

*Please confirm whether the safeguarding case management system supports:*

- *keyword searching of metadata fields (not full case reports)*
- *filtering by coded categories*
- *filtering by investigator role or case type*
- *export of metadata fields for reporting or analysis*

*If keyword search is supported, please specify:*

- *which metadata fields are included in keyword search*
- *whether keyword search is literal, case insensitive, or pattern based*
- *Keyword searching of metadata fields is not available within the case management system.*

*The system does support filtering by coded categories.*

*The system allows filtering by investigator role and case type.*

*The system supports the export of metadata fields for reporting or analysis purposes.*

### *4. Indexing and categorisation*

*Please provide:*

- *the list of indexing fields used to organise or retrieve safeguarding cases*
- *any categorisation schemes applied at intake, triage, investigation, or closure*
- *any controlled vocabularies or standardised terms used in metadata fields*

*The following indexing fields are used to organise or retrieve safeguarding cases:*

- o First Name,
- o Surname,
- o Date of Birth,
- o Unique Identifier,
- o NHS Number, and
- o UPN.
- No formal categorisation schemes are applied at intake, triage, investigation, or closure
- Controlled vocabularies or standardised terms:  
No controlled vocabularies or standardised terms are used in metadata fields.

#### 5. External investigator metadata

*Without naming individuals, please confirm:*

- *whether the system contains a metadata field indicating that an external investigator or external safeguarding consultant was involved*
- *the field type (free text, coded, category)*
- *the available values if coded or categorised*

*This request does not seek personal data or identifiers.*

*The system does not contain external investigator metadata.*

#### 6. Safeguarding case management system identification

*Please provide the following administrative information:*

- *the name of the safeguarding case management system currently used by the authority (e.g., Liquidlogic, Mosaic, CareDirector, in house system, or other)*
- *the current version number (if applicable)*
- *the year in which the system was first deployed*
- *whether the same system is used across:*
  - o *children's safeguarding*
  - o *adult safeguarding*
  - o *LADO functions*
  - o *education safeguarding (A simple yes/no for each is sufficient.)*
- *whether metadata fields and categorisation schemes are system standard, locally configured, or a mixture of both*

*This section concerns administrative system identification only.*

#### *Clarification for avoidance of doubt*

*This request seeks administrative information only, consistent with ICO guidance that metadata fields, indexing structures, categorisation schemes, and system identification are disclosable. It does not request:*

- *case files*
- *narrative content*
- *personal data*
- *technical security information*
- *Name of the safeguarding case management system currently used by the authority: Liquidlogic.*
- *Current version number: v25.2.1.4*
- *Year in which the system was first deployed: 2018*
- *Use of the same system across services:*
  - o *Children's safeguarding: Yes*
  - o *Adult safeguarding: Yes*
  - o *LADO functions: Yes*
  - o *Education safeguarding: No*

- Metadata fields and categorisation schemes: A mixture of system-standard and locally configured fields is used.

**Please note, due to the size and number of attachments included, this is a partial response. To see the full version, please do not hesitate to contact the FOI team at : [FOI@suffolk.gov.uk](mailto:FOI@suffolk.gov.uk)**