

Market St Medical Practice

Safeguarding Children Policy

1. Purpose

The purpose of this policy is to enable the organisation to effectively work to promote the safety and wellbeing of children and young people. The Practice complies with children's safeguarding policies and protocols for the Cumbria Local Safeguarding Children Board and NHS Cumbria CCG, including those for the sharing of information.

2. Practice Safeguarding Leads

Practice Children's Safeguarding Lead: Dr J J O'Donovan
Deputy: Nurse K Bosson

The Children's Safeguarding Practice Lead is responsible for all aspects of the implementation and review of safeguarding procedures in this practice.

They:

- Provide advice about any safeguarding concerns that practice members may have.
- Ensure staff receive adequate support when dealing with child protection.
- Lead on analysis of significant events.
- Determine training needs and ensure these are met.
- Make recommendations for improvements to practice procedural policy.
- Act as a focus for external contacts including the locality Named GP.
- Ensure regular meetings with the wider primary health care team take place.
- Support staff when reporting complaints or whistleblowing.
- Support participation in child death and serious case reviews.
- Ensure local and national recommendations from statutory Child Protection case reviews and child death reviews are implemented.
- Have protected time and resources for appropriate training and carrying out the above duties.

The Administrative Safeguarding Lead will maintain an up to date register of those children and families about whom there are safeguarding concerns; this register is kept on a shared electronic file.

All practice members must be familiar with this policy and know how to implement it if they are concerned about a child.

3. Training

All staff are trained in safeguarding issues the appropriate level:

Administrative staff: level 1
Clinical : level 2
GPs : level 3
Lead GP and deputy lead: level 3

Levels of competence are reviewed, every quarter, at our GP partner meetings.

4. Regular safeguarding meetings

Safeguarding meetings are held at least bi-monthly, to discuss vulnerable children and families, and include GPs, nurses and the Health Visitor. It is chaired by the Practice Manager and notes/actions are recorded and reviewed. The sharing of information at these meetings will ensure early

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recognition of circumstances leading to abuse and neglect and early intervention to help prevent abuse and neglect.

The PM meets the midwife on a regular basis to address concerns with any newly pregnant ladies. Safeguarding is now a standing agenda item on every weekly GP partner meeting.

5. Case conferences

Our data entry clerk scans information about any case conference and sends an urgent message to GPs to make them aware of dates/times. If they cannot attend, the lead GP contacts the organiser with any updates.

6. Registration of children as new patients

Any child can be registered by a person with parental responsibility for the child. If a child under 16 attempts to register alone or with an adult that does not have parental responsibility, the Practice Child Safeguarding Lead should be alerted.

In order to safeguard children, at the time of registration of all children the Practice will seek assurance through:

- Proof of identity and address, supported by official documentation such as a birth certificate.
- An adult with parental responsibility should normally be registered at the practice with the child. The ID of the adult is useful as it can be matched to the birth certificate details. However, registration will not be refused if there is no-one with parental responsibility who can register, but advice will be sought from the Practice Child Safeguarding Lead.
- Each child should be offered a new patient registration health check as soon as possible after registration.
- Seeking collaborative information (supported by official documentation) relating to:
 - Current carers and relationship to the child
 - Previous GP registration history
 - Whether the child is registered with a school and previous education history
 - Previous contact with other professionals such as health visitors and social workers

For fuller guidance regarding the safeguarding of children at registration see the Practice's **New Patient Registration Policy**

7. Information in EMIS records

Our data entry clerk creates a flag in patient records to alert clinicians of any significant issue e.g. looked after child, paediatric liaison or any other issue of concern. All appropriate read codes are used.

We have a regularly updated register for safeguarding, in Emis web, for 5 to 18 year olds, and for children under five who have registered in the last twelve months.

8. Recruitment of staff

All new members of staff, whether clinical or administrative, will undergo a DBS check at an enhanced level, which is provided by the Practice.

9. Library of Resources

The Practice Safeguarding Lead will maintain an electronic library of resources.

For most up to date information, access the following link for Cumbria Local Safeguarding Children Board:

www.cumbrialscb.com

10. Early Help

Early Help is the support that can be provided for a child, young person or family who may have additional needs that cannot be met by universal provision and there is perceived to be no risk of significant harm.

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There are a wide range of services across the county that provide help to families in this early stage and Early Help works to try and bring these services together to create a team of support around the family.

If you think a family or child could benefit from early help you should seek consent from the parents/guardian and, if appropriate, from the young person and then complete the GP Early Help Form and send this to your local Early Help support officer. They will then look to see if the family already have an Early Help assessment and, if so, which practitioners are involved or if not then identify the appropriate person to carry out the initial assessment with the family.

Information and resources are available at: -

<http://www.cumbrialscb.com/professionals/earlyhelp/default.asp>

11. Action required if you are concerned

If any member of the team suspects a child is being abused this must be flagged to the Lead GP, Dr O'Donovan or the GP on call or the Practice Manager.

Any concerns raised by nurses/HCAs about children under 5 years who do not attend for child immunisation, registration or other appointments are flagged to the Practice Manager by recording on our 'Concern form'. This is forwarded to the Health Visitor.

A register is held on the patient information system Emis where concern is expressed for patients of any age (using read code EMISNQC086) but not necessarily in a formal manner.

HOW TO REFER A CHILD IF YOU ARE CONCERNED

Staff

Raise concerns with Dr O'Donovan, the on-call GP or the Practice Manager

Healthcare professionals

If you are aware that the child has a social worker and is an ongoing case for concern, contact Social Services directly :

Cumbria Independent Children's Safeguarding Unit
Floor 4 Craven House
Michaelson Road
Barrow-in-Furness
LA14 1FD
Tel 01229 407878
Fax: 01229 894869

For all other referrals, including out of office hours referrals, call the **Cumbria Safeguarding Hub** on **0333 240 1727**. This is available 24 hrs a day, 7 days a week.

You will be asked to complete a single contact, online form for any contact with the safeguarding hub, using this link:

[Cumbria Safeguarding Hub Single Contact Form.](#)

In the unlikely event that this number is unavailable due to a fault please call 01768 895019. This should only be used in exceptional circumstances and should not be used during office hours (9am to 5pm Monday to Thursday and 9am to 4.30pm Friday).

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For more detailed LSCB policies and procedures, go to :
<http://www.cumbrialscb.com/professionals/default.asp>

| USEFUL CONTACTS JULY 2016 | |
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| SERVICE | CONTACT DETAILS |
| Police (local) | 101 |
| South Cumbria Community & Mental Health Services | 01229 430333 |
| Cumbria Safeguarding Hub | 0333 240 1727 |
| Cumbria Independent Children's Safeguarding Unit (re children already with a social worker) | 01229407878 |
| Furness Locality GP Lead for Safeguarding - Dr Lauren Dixon County lead GP, Children's Safeguarding - Dr Mandy Boardman | Lauren.Dixon@gp-a82009.nhs.uk Amanda.boardman@cumbriaccg.nhs.uk |
| Designated Nurse Safeguarding - Louise Mason-Lodge Deputy Designated Nurse Safeguarding - Simon Parker | louise.masonlodge@cumbriaccg.nhs.uk Simon.parker@cumbriaccg.nhs.uk |
| Safeguarding Business Manager - Anne Cooke | 07825 823 256 or 01768 245666 |

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