

Safeguarding Children SystemOne Template



Where to find the Safeguarding Children Template



The screenshot shows the 'C&P Template Dashboard' with three tabs: 'C&P QOF', 'C&P ES & CCG', and 'C&P Clinical & Admin'. The 'C&P QOF' tab is selected and circled in red. Below the tabs, there are two columns of templates. The first column includes 'C&P Asthma', 'C&P AF Screening & Management', 'C&P BP', 'C&P Cancer', 'C&P CHD (inc HF/LVD)', 'C&P CKD', 'C&P Contraception + Sexual Hlth', 'C&P COPD', 'C&P CVD - PP', 'C&P Cytology Summarising/Exception', 'C&P Dementia & Annual Review', and 'C&P Depression'. The second column includes 'C&P Depression case finding NON QOF', 'C&P Diabetes 2017 +', 'C&P Epilepsy', 'C&P Hypertension', 'C&P LD QOF & DES/Health Action Plan', 'C&P Mental Health', 'C&P Obesity', 'C&P opportunistic AF screening - flu clinic use', 'C&P Osteoporosis', 'C&P PAD', 'C&P Rheumatoid Arthritis', 'C&P Smoking', and 'C&P Stroke & TIA'. Below these columns is a 'Quick Entry' section with 'C&P Asthma Quick Entry', 'C&P Atrial Fibrillation Quick Entry', 'C&P COPD Quick Entry', 'C&P Contraception Quick Entry', 'C&P Depression Quick Entry', 'C&P Diabetes Quick Entry', and 'C&P Epilepsy Quick Entry'. At the bottom, there is a 'Safeguarding Tools' section with 'C&P Safeguarding Children' highlighted in a red circle. Below this is a description: 'C&P Safeguarding children register coding Template to support coding for practice safeguarding registers **IMPORTANT NOTE** - template to be used in conjunction with data quality audit'. At the very bottom, there is a feedback email address: 'Please feed back any comments or requirements relating to C&P templates to capccg.primarycareinformation@nhs.net'.

The Safeguarding Children Template can be found on the C&P dashboard, which all practices in SystmOne have available to them.

It can be found on the first tab called C&P QOF



Overview

To complete a Safeguarding template there are 6 sections

Concern	Risk/Significant event	Outcome	Service Involvement	Admin & Documents	Assessment / Links
<ul style="list-style-type: none">Recording your concernsActions takenProfessional discussion	<ul style="list-style-type: none">Recording complicating factorsMedical drawing	<ul style="list-style-type: none">Making referralsSharing information	<ul style="list-style-type: none">Record services involvedRecord up to date support	<ul style="list-style-type: none">Recording meetingsChild protection conferenceReporting	<ul style="list-style-type: none">SignpostingLinks to helpful documents

This How to Guide will take you through each of these sections:

1. It's purpose
2. Sections that need to be completed
3. Any more points



Concern

Risk/Significant event

Outcome

Service Involvement

Admin & Documents

Assessment / Links

Purpose

To aid record keeping of concerns, action taken and professional discussions.

C&P Safeguarding Children

Concern | Risk/Significant event | Outcome | Service Involvement | Administration & Documents | Assessment/Links

What are your concerns about this patient?
(include family/relationship/social concerns etc...)

Child is cause for concern

Is the child or others in immediate danger and if so, have steps been taken to ensure the patient is protected/ not at risk?
Enter details of steps already taken or what you plan to do in box below - use guidance links to help decision making

[C&P - Bruising-in-pre-mobile-Babies](#)

Child at risk - record action taken/planned

Record if Police contacted re patient welfare

Are there any family factors that may affect the protection of the child?
Family is cause for concern Opt1

Are there any other relationships which may be cause for concern?
Relationship problems

Summarise what was discussed and with whom
If this has not yet happened, ensure you discuss with Practice and/or CCG safeguarding lead.

Informing health care professional

IMPORTANT
Record details of any significant events or risks on next page to ensure visibility of appropriate information in the record


[Children Social Care - telephone: Cambridge - 0345 045 1362 Peterborough - 01733 864 180](#)
[Peterborough Threshold document](#)
[Cambridgeshire Threshold document](#)

New Task...
Create Reminder
C&P eDSM template +


Child is cause for concern
Date Selection


No previous values


Show recordings from other templates
Show empty recordings

 Record your concerns regarding the child or young person here.

This will read code the entry as Child is cause for concern.

 You can then enter the actions taken to safeguard the child/young person

 Are there any relationship or family difficulties?

 Record any advice sought



Concern

Risk/Significant event

Outcome

Service Involvement

Admin & Documents

Assessment / Links

Purpose

This section is for recording other factors that affect the safety and wellbeing of the child/young person.

C&P Safeguarding Children

Concern Risk/Significant event Outcome Service Involvement Administration & Documents Assessment/Links

Patient Related Coding

At risk violence in the home

Child present during domestic abuse

Receiving home tuition

Family

Family is cause for concern

Maternal drug misuse

Paternal drug misuse

Maternal alcohol misuse

Family history of learning difficulties

Family member subject of child protection plan

FH: Depression

[V]Family history of mental and behavioural disorders

Other Health Factors

Parent has physical disability

Relationship problems

At risk of sexual exploitation

Problem situation relating to social and personal history

Significant event reviewed

Use Medical Drawing to document bruising or injuries

No image selected

At risk violence in the home

Date ▾ Checked ...

No previous values

Show recordings from other templates

Show empty recordings

Children Social Care - telephone:-

Cambridge - 0345 045 1362

Peterborough - 01733 864 180

Information Print Suspend Ok Cancel Show Incomplete Fields

To apply read codes to patient record, tick appropriate box.

You may add additional text.

Use medical drawings to document if there is an injury and/or mark



Concern

Risk/Significant event

Outcome


Service Involvement


Admin & Documents


Assessment / Links

Purpose Access referral forms and information sharing tools



 Upload referral forms for Children's Social Care and early help (Cambs – see link below for Peterborough early help)

 It is important at this point to make a brief entry in the Safeguarding Information Node (see next slide)

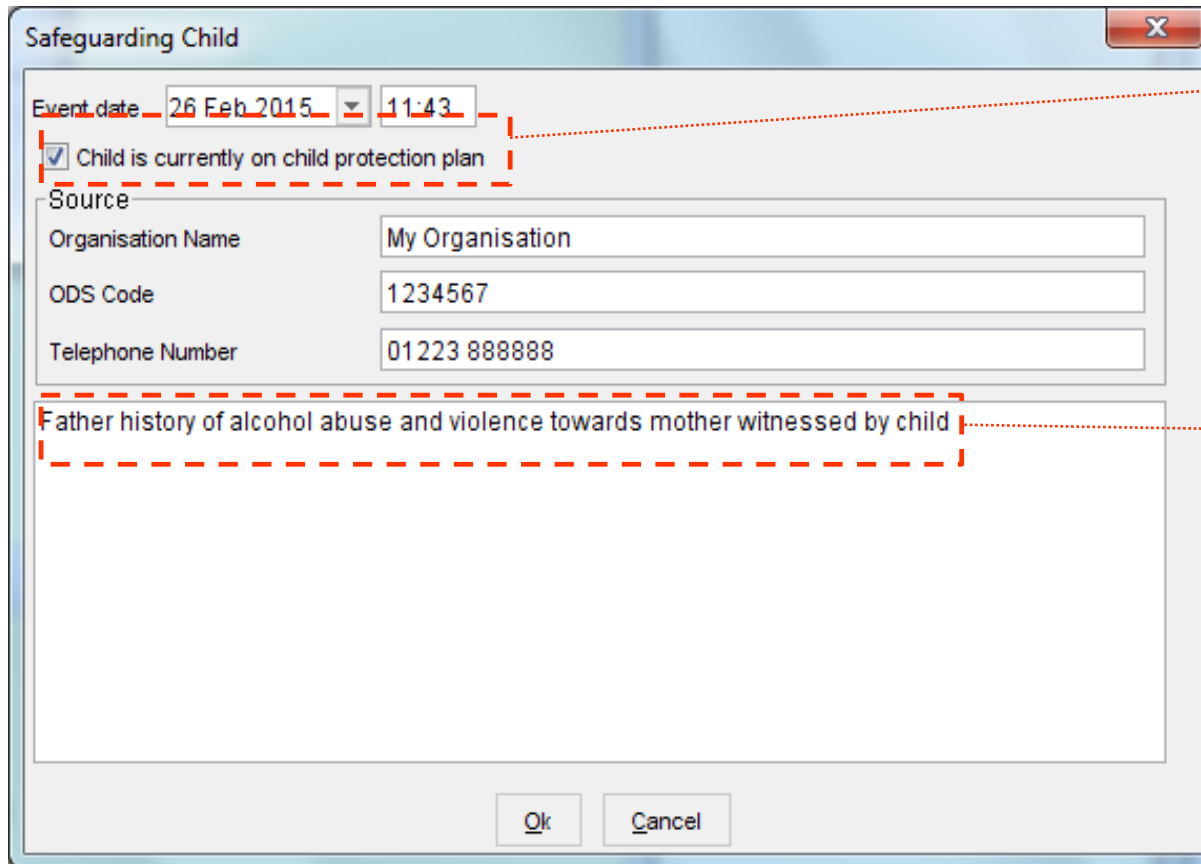
 Consider other ways in which information could be shared. Setting up Record Sharing with HV and SN for example, and also flag for unscheduled care if appropriate.



Safeguarding Information Node

Purpose

Completing this section allows professionals to communicate highlights and current progress relating to safeguarding concerns



The screenshot shows a 'Safeguarding Child' form with the following fields and content:

- Event date: 26 Feb 2015, 11:43
- Child is currently on child protection plan
- Source:
 - Organisation Name: My Organisation
 - ODS Code: 1234567
 - Telephone Number: 01223 888888
- Text area: Father history of alcohol abuse and violence towards mother witnessed by child
- Buttons: Ok, Cancel



Tick or untick when child is subject to a child protection plan



Details entered here can be viewed for professionals to view outside of the record.

It should be used to ensure concerns are shared and current support and input is communicated. Information entered in this section should be kept brief.



Concern

Risk/Significant event

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Service Involvement

Admin & Documents

Assessment / Links

Purpose Record services that are open to the child, including step up or step down of support

C&P Safeguarding Children

Concern Risk/Significant event Outcome **Service Involvement** Administration & Documents Assessment/Links

SERVICES INVOLVED

Record Safeguarding Information

Only enter non sensitive information via note box. Any sensitive information should be entered by selecting the preset note, and adding detail via the **Safeguarding Child Information Section. STATUS ALERT FOR ON CPP TRIGGERED BY TICKING BOX IN SAFEGUARDING INFORMATION SECTION**

Early Help

Team Around The Family (TAF) [edit icon] [dropdown]

Children Social Services

Referral to Social Services [edit icon] [dropdown]

Social worker involved [edit icon] [dropdown]

Report received from social services [edit icon] [dropdown]

Child in need (S17) [edit icon] [dropdown]

Subject to child protection plan (S47) [edit icon] [dropdown]

Child protection category neglect

Child protection category emotional

Child protection category physical

Child protection category sexual

Victim of sexual exploitation

Looked After Child (LAC) [edit icon] [dropdown]

Step Up/Step Down

Child no longer vulnerable [edit icon] [dropdown] Please record contact details of Lead Professional and/or Social Worker (use Record Relationship option)

Child no longer in need [edit icon] [dropdown]

No longer subject to child protection plan [edit icon] [dropdown] [Record Relationship]

Quick Patient Search...

Team Around The Family (TAF)

Date [dropdown] Checked [dropdown] ...

No previous values

Show recordings from other templates

Show empty recordings

Information Print Suspend Ok Cancel Show Incomplete Fields

Consider whether this information needs to be added to the Safeguarding Information Node (see previous slide)

Consider recording on parents record if child subject to child protection plan





Purpose Recording meetings, organising child protection conference reports, practice register

C&P Safeguarding Children

Concern Risk/Significant event Outcome Service Involvement Administration & Documents Assessment/Links

Administration

Child protection admin & MDT minutes

If you are entering any further detail use the Safeguarding Child Information Note and ensure you select the appropriate note to indicate there is detail in this area.

Record Safeguarding Information

Child Protection Conference

Initial case conference [edit] [dropdown]

Review case conference [edit] [dropdown]

New Scheduled Task

New Word letter with 'Report for Child Protection Conference by General Practitione...

Child protection core group meeting [edit] [dropdown]

Reports

01. Patient recorded on Child Protection Plan - S1 Patient Status Alert

02. Patient recorded as Child in Need

03. PRACTICE REGISTER - Child is cause for concern

Please ensure Sharing is considered and set appropriately -

Create Reminder

C&P eDSM template +

Child protection admin & MDT minutes

Date Selection

No previous values

Show recordings from other templates

Show empty recordings

Information Print Suspend Ok Cancel Show Incomplete Fields

Record details of meetings held so that minutes can be located.

Enter details of Child Protection Conferences convened and access C&P CCG template for writing reports.

When minutes from Initial Child Protection Conference (ICPC) are received, record the date of the Review Conference and set a scheduled task as a reminder

Practice registers for children under CP, CiN and Child Cause for Concern (see concern tab)



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Purpose Signposting to support websites and documents

C&P Safeguarding Children

Concern | Risk/Significant event | Outcome | Service Involvement | Administration & Documents | Assessment/Links

Concern/Problem	Consider	Action
Mental Health. worries about a child's behaviour or emotional well-being	Referral to CAMHS	CAMHS single point of access
	Signpost to online support	Keep Your Head
	Self referral to C33.	
Physical and Domestic Abuse	Access resources for supporting victims and risk assessing.	SafeLives
	Access local services.	CambsDASV
	Signposting to local services.	WomensAid
FGM	RCGP Guidance	FGM
Sexual Abuse/CSE	Access information from the Local Safeguarding Children Board	CSE (Peterborough)
		CSE operating protocol (Cambs)
Neglect	Local Neglect strategies and assessment tools	Cambridgeshire LSCB
		Peterborough LSCB
Online Abuse	Information for Children, Young People, Parents/carers	Thinkuknow
NHSE Safeguarding APP [desktop version]	Further information on Children's Safeguarding issues	NHSE Safeguarding
Working Together to Safeguard Children 2015	Hyperlink	C&P - Bruising-in-pre-mobile-Babies
Peterborough Local Safeguarding Children Board Interagency Procedures	Hyperlink	Peterborough Threshold document
		Cambridgeshire Threshold document
Protecting Children and Young people – The responsibilities of all doctors, General Medical Council	Hyperlink	

C&P Safeguarding Child View view cannot be shown when previewing a template

Child protection admin & MDT minutes

Date Selection

No previous values

Show recordings from other templates
 Show empty recordings

Information | Print | Suspend | Ok | Cancel | Show Incomplete Fields



Useful links

<https://www.cambridgeshireandpeterboroughccg.nhs.uk/>

Contact

capccg.primarycareinformation@nhs.net

capccg.safeguardingchildren@nhs.net

