

When Completing the Assurance Tool

- Make objectives and actions 'SMART'.
- Review actions and audit.
- Make use of safeguarding policies, guidance and resources developed by ICB team.
- Reflect on safeguarding practices that have been successful & led to positive change.
- Consider how you can evidence safeguarding practice, staff understanding and training

Ideas for each Domain

Systems and Governance

- Ensure SG policies are easily accessible and embedded into culture.
- Consider staff sign to say they have read SG policies.
- Consider Audits of SG practices and Policies.
- Make SG a standing agenda item within Practice meetings where any red/amber RAG rated items can be monitored via action logs/plans.

Record Keeping & Information sharing

- Create clear processes for recording of SG information (Standard operating procedures).
- Create clear processes for registration of new patients, summarising of SG within records, and safe patient online access.
- Consider audits of record keeping, policy implementation.
- Consider audits of SG coded records- how do you know who are your vulnerable adults and children in your practice?

Learning and Training

- Evidence of training/learning/policy awareness/competencies / supervision.
- Learning from SG significant events/reviews shared and accessible to all.- minute any meetings where this is discussed.
- Know specific training needs for staff, implement and evidence attendance.

Safe Recruitment

- Evidence safeguarding in all job specifications, DBS checks. Pre – employment checks.
- Demonstrate safeguarding is discussed in induction of all staff
- Consider a SG information overview for Locum staff.

Voice of the Person

- Embedding importance of listening and recording the voice of all patients (good record keeping).
 - Evidenced discussion through patient participation groups, feedback from patients.
- Demonstrate how barriers to communication can be reduced,
- access to interpretation services
 - information in language of the person
 - easy read resources

Please contact the Safeguarding Team if you need any help completing the assurance tool.



- [Safeguarding statement - GMC \(gmc-uk.org\)](https://www.gmc-uk.org)
- [Good practice safeguarding in general practice \(rcgp.org.uk\)](https://www.rcgp.org.uk)
- [GP mythbusters 'Safe' - Care Quality Commission \(cqc.org.uk\)](https://www.cqc.org.uk)