

SAFEGUARDING DETAILED GUIDANCE

CCDQ Safeguarding Coding

It is vital to accurately code any safeguarding issues and take appropriate action if required.

Safeguarding documents are red-flagged and work-flowed by the Pt Records Team to a CCDQ Team member – distributed evenly between the team – these should be processed as a priority.

It is important that household members are linked on the medical records. Therefore, whilst coding safeguarding documents check that all household members registered with the practice are visible using the 'Find Co-habitants' tool. If not send a task to Patient Records Admin to amend the address details.

All safeguarding information is coded as a **Major Active problem** so that all health professionals & other staff can be immediately aware when they access the S1 electronic record that this child, family, or adult has vulnerabilities.

When coding and recording any safeguarding Information consider:

1. Would someone who doesn't know this family, e.g. a locum, be instantly aware from first glance at the notes that there are safeguarding concerns for this child, family or adult?
2. Would a member of the administrative team who is printing out a complete set of this patient's notes for an

insurance company be instantly aware that there is sensitive Safeguarding information that should not be included? e.g. Child Protection Conference reports or MARAC reports.

3. If this patient moved practice, would the new primary care team be able to instantly identify from the summary that there are safeguarding concerns?

**** All safeguarding coding, new journal entries and documents should be hidden from online access and coding from the practice formulary used wherever possible.**

Issues to identify include but not exclusive to:-

- fostered/looked after children
- children not registered with parents
- Child on Protection Plan
- Looked After child
- Fostered (including privately fostered over 28 days)
- Child in Need
- Safeguarding concern
- Domestic abuse
- Previous children removed
- Identify home schooled children
- Victims of female genital mutilation
- Asylum seekers/refugees
- Victims of modern slavery, groomed, county lines
- Identify alcohol/ drugs issues
- Identify parents/guardians/siblings of those with safeguarding issues
- At risk of radicalisation

Guidelines for coding specific safeguarding documents.

MARAC Information Request – (Multi-Agency Risk Assessment Conference)

- On child code– **History of domestic abuse (429746005)** –
→ major active problem + free text "named on MARAC" –> ensure document & coding hidden from online access
- On adult code – **History of domestic abuse (429746005)**
→ major active problem. Also code –**Subject of multi-agency risk assessment conference (758941000000108)**
→ major active problem –> ensure document & coding hidden from online access
- Complete document

**** No document & no coding on alleged perpetrators**

record

MARAC minutes – (Multi-Agency Risk Assessment Conference)

- On child code– **History of domestic abuse (429746005)** –
→ major active problem + free text "named on MARAC" –> ensure document & coding hidden from online access

Or if already coded

- On child – link document to – **History of domestic abuse (429746005)** problem title –> ensure document hidden from online access
- On adult code – **History of domestic abuse (429746005)**
→ major active problem. Also code –**Subject of multi-agency risk assessment conference (758941000000108)**
→ major active problem –> ensure document & coding hidden from online access.

Or if already coded

- On adult – link document to – **History of domestic abuse (429746005) & Subject of multi-agency risk assessment conference (758941000000108)** problem title -> ensure document hidden from online access
- Complete document

**** No document & no coding on alleged perpetrators record**

MASH Information Request – (Multi-Agency Safeguarding Hub)

****Scanned onto those named in the document**

On child – Child is cause for safeguarding concern (836881000000105) –> major active problem –> ensure coding & document hidden from online access

- On parents add code only– **Child in family is safeguarding concern (1064961000000107)** –> major active problem –> ensure coding & document hidden from online access
- Complete document

MASH minutes – (Multi-Agency Safeguarding Hub)

**** Scanned onto the child named in the document.**

- On child –link document to **Child is cause for safeguarding concern (836881000000105)** problem title –> ensure document hidden from online access
- For an antenatal case– add to mother's record – link document to **Child in family is safeguarding concern (1064961000000107)** problem title –> ensure document hidden from online access
- Complete document

MACEM (Multi-Agency Child Exploitation Meeting)

The Multi-Agency Child Exploitation (MACE) and Contextual Safeguarding (CS) Level 1 process relates to the identification, risk assessment and risk management of those children vulnerable to: **Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), Harmful Sexual Behaviour, (HSB) Modern Slavery and Human Trafficking (MSHT), Missing from Home (MFH), Online Child Exploitation (OCE) and wider Contextual Safeguarding.**

Document is scanned/attached onto the record of the child only, hidden from online access & work-flowed as an urgent document (red-flagged)

- Select appropriate code -> major active problem

At risk of child sexual exploitation (716565009)

At risk of criminal exploitation (1188261000000103)

At risk of slavery (1045981000000106)

At risk of human trafficking (1045861000000108)

Child is cause for safeguarding concern (836881000000105)

- Ensure document & coding is hidden from online access
- Send task to Emma Jacklin (Safeguarding) -> task type "Child Protection" -> free text "please see MACEM document dated --/--/--"

Complete document

Child protection –Record ofStrategy Meeting

****Scanned onto the children named in the document**

- Code - **Child is cause for safeguarding concern (836881000000105)** -> major active problem -> ensure document and coding hidden from online access
 - Complete document
- ** no document or coding on named adults**

Child Protection – Request for Information

****Scanned onto all children, pregnant mothers named in the document**

- On named child/children – code **Child is cause for safeguarding concern (836881000000105)** -> major active problem -> ensure document & coding hidden from online access
- If child is not yet born add code - **Unborn child is cause for safeguarding concern (878 000000109)** to the mother's record -> major active problem -> ensure document & coding hidden from online access
- On parents/other household members -code **Child in family is safeguarding concern (1064961000000107)** -> major active problem -> ensure document & coding hidden from online access
- Complete document

Child Protection – Decisions of review Child protection conference (Minutes of Meeting)

****Scanned onto all children, antenatal cases named in the document**

- **ADD through the BELL- Safeguarding**
- On named child/children if appropriate code **Subject to child protection plan (342191000000101)** -> major active problem
- Code which category they are on a plan for i.e. Emotional Abuse, Sexual Abuse, Physical Abuse, Neglect – using formulary codes – code will remain in the New Journal but linked to major active problem of "subject to child protection plan"
- Ensure document & coding is hidden from online access
- On parents/other household members named in document but not on the register -code **Family member subject of child protection plan 375041000000100** + name & DOB of child/children & relationship -> major active problem. Ensure document & coding is hidden from online access
- Complete document
- Check for date of next scheduled review ->send a scheduled task to EJ (Safeguarding) for 2 weeks before the review is due -> task type "child protection" -> free text "see letter dated --/--/--"
- Complete document
- Subsequent letters use code – "child protection procedure" -> link to major active problem

Unborn Child

- If child is not yet born add code -**Unborn child subject to child protection plan" 818901000000100** to mother's record -> major active problem.
Ensure coding & document hidden from online access
- On parents/other household members not on the register -code **Family member subject of child protection plan 375041000000100** + name & DOB of

	child/children & relationship -> major active problem. Ensure document & coding is hidden from online access • Document will be added to child's record when born by Patient Records and work flowed as a priority document, red flagged to CCDQ. • Process as above and ensure document and coding is hidden from online access. • After document is coded on child's record- revisit mother's record & add code " Family member subject to a child protection plan 375041000000100 (on date child was born) -> major active problem -> add free text name & DOB of child/children • Merge previous " Unborn child subject to child protection plan" problem title into the new problem title. • If the outcome is not for the child to be on a protection plan link to active problem of Child is cause for safeguarding concern (836881000000105) • Complete document **It is usually the case that all siblings in the family are on the same child protection plan so will have this information coded on their notes. However, if the siblings are not on a child protection plan, they should be treated in the same manner as their parents or any other adult living in the household. <u>Looked After Child</u> **Add a screen reminder to the record of any adult that is a foster parent. In the patient record- left hand side-> add reminder.
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The following groups of people need codes added to their notes as Major Active Problems:

- Children who are Looked After/ Child in Care / Fostered.
Looked after child 764841000000100
Child in foster care (160871009)
Child in private foster care (914081000000108)
- Parents/carers who have had their child removed from them or their child is being looked after / child in care / fostered.
Own child has been fostered (183433004)
Own child has been adopted (160866002)
Family details / household composition (224085006) + free text
- Siblings of the child who is being looked after / child in care / fostered but they themselves are not looked after.
Family details / household composition (224085006) + free text
- Other children/adults in the household where the child is being looked after.
Family details / household composition (224085006) + free text
- Complete document

**** all coding & documents hidden from online access**

Child in Care Health Assessment requests:

- Link to problem title -Looked After Child
- Ensure document is hidden from online access
- Complete document.

Removal from Safeguarding Plans

When a child is no longer subject to a Child Protection Plan, Looked After, or In Need the appropriate code needs to be

added to their notes. Promote to a major active problem so that this history is clearly evident.

- **Remove through the BELL- Safeguarding**

Child removed from protection register 160889005

Child no longer in need 135890008

**No longer subject of looked after child arrangement
764951000000107**

- Add the code as a major active problem and toggle the previous safeguarding code to major past -> ensure document & coding hidden from online access
- Complete document

**** A scheduled task should be set for the child's 18th birthday to ensure all safeguarding status coding is ended – as per formulary codes- In the patients record->top left corner**

Adult Safeguarding

- Should be recorded as a major active problem only on the named person at risk

Select appropriate code:

- **Adult safeguarding concern 766561000000109**
- **Vulnerable adult 417430008**
- **Safeguarding adults' protection plan agreed 943001000000107**
- **Adult no longer safeguarding concern 766601000000109**
- -> major act problem -> ensure document & coding hidden from online access
- If adult has a learning disability complete document and send a task to EJ (safeguarding)
- All other adults forward document to Safeguarding Lead at the appropriate site

****Do not add document or coding to record of any other person named in document**

Safeguarding Maternity Cause for Concern Form – emailed to PMG by midwives if they have identified a cause for concern

- Link to active problem title of "patient currently pregnant"
- Ensure hidden from online access
- Forward to safeguarding lead at the appropriate site

MAPPA-Multi Agency Public Protection Arrangements – (Assess & manage risk posed by violent & sexual offenders)

- Code on named individual – **Subject of multi-agency public protection arrangements** (495021000000105) with free text as per guidance in document. Eg. don't see alone, do not visit at home. Promote to major active problem. No redaction is needed.
- Promote to major act problem -> ensure document & coding hidden from online access
- If a child or adult with learning disability complete document and send task to EJ (Safeguarding)
- All other adults forward document to Safeguarding Lead at the appropriate site
- Add high priority reminder to the home screen "subject of MAPPA" plus appropriate free text re. level of risk.
- In the patients record -> left hand side-> reminder-> right click-> add reminder.
- Ensure this is also hidden from online access in the New Journal

Channel Panel – (At risk of radicalisation)

	• On named child/adult at risk only -> code Child is cause for safeguarding concern (836881000000105) or Adult safeguarding concern (766561000000109) + free text "Channel Panel" -> major active problem -> ensure document & coding hidden from online access • If a child or adult with learning disability complete document and send task to EJ (Safeguarding) • All other adults forward document to Safeguarding Lead at the appropriate site **Do not add document or coding to record of any other person named in document <u>Section 17 (Non-MASH) Document</u> – from social workers – single assessment • On child's record -code Child is cause for safeguarding concern (836881000000105) + free text "Section 17" -> major active problem -> ensure document & coding hidden from online access • Complete document and send task to EJ (Safeguarding) <u>Parenting Assessment</u> – request for information (from Social Worker) • On parent's record- Link to existing problem - Child in family is safeguarding concern (1064961000000107) or add as major active problem • Ensure document & any coding is hidden from online access • Complete document and send task to EJ (safeguarding) <u>Section 47 (non-MASH)</u> – Multi-agency assessment • On child's record -code Child is cause for safeguarding concern (836881000000105) + free text "Section 47" ->
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	major act problem -> ensure document & coding hidden from online access • Complete document and send task to EJ (Safeguarding) <u>Parenting Assessment</u> – request for information (from Social Worker) • On parent's record- Link to existing problem - Child in family is safeguarding concern (1064961000000107) or add as major active problem • Ensure document & any coding is hidden from online access Complete document and send task to EJ (safeguarding) <u>NRM- National Referral Mechanism</u> – (potential victims of human trafficking/modern slavery) • On a child – code Child is cause for safeguarding concern (836881000000105) + free text " NRM"-> major active problem -> ensure document & coding hidden from online access • Complete document and send task to EJ (Safeguarding) • On an adult with learning disability – code Adult safeguarding concern (766561000000109) + free text " NRM"-> major active problem -> ensure document & coding hidden from online access • Complete document and send task to EJ (Safeguarding) • On all other adults – code Adult safeguarding concern (766561000000109) + free text " NRM"-> major active problem -> ensure document & coding hidden from online access • Forward document to Safeguarding Lead at appropriate site
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FGM – Female genital mutilation

From Oct 2015 it became mandatory for health professionals to report female genital mutilation in under 18's to the police.

Reviewing information in medical records plays a vital part in identifying female victims or those at risk.

- Confirmed case – code as **History of female genital mutilation (715477006)** or by one of the age specific sub-codes -> promote to major active problem & ensure document & coding hidden from online access.
- If there is concern/suspicion re. female genital mutilation code as **Child is cause for safeguarding concern (836881000000105)** or **Adult safeguarding concern (766561000000109)** -> promote to major active problem and ensure document & coding hidden from online access
- For a child or adult with learning disability complete document and send task to EJ (Safeguarding)
- For any other adult forward document to Safeguarding Lead at the appropriate site
- Send email to E Broughton/ C Darroch-Thompson for quarterly reporting.

Domestic Abuse

Coding Domestic Abuse on patient's notes is a complex issue.

There is a real risk of 'unintended harm' when recording domestic abuse in medical records. For example, if a perpetrator of domestic abuse requested his child's records and when looking at these the perpetrator was able to find out that the mother of his child had disclosed domestic abuse

without the perpetrator's knowledge; this could put the mother and the child at increased risk of serious harm.

Consider when coding Domestic Abuse:

1. Will any health professional that accesses the notes be able to readily identify that there is Domestic Abuse in this household?

2. Is the information recorded in a way that it will be obvious to a member of the admin. team that it needs to be redacted should a request for a full set of records be received?

- On victim code – **History of domestic abuse (429746005)**
-> major active problem -> ensure document & coding is hidden from online access -> forward to Safeguarding Lead at appropriate site
- If victim has learning disability – add code **History of domestic abuse (429746005)** -> major active problem -> ensure document & coding is hidden from online access -> complete document and send task to EJ Safeguarding)
- If there are any references to a named child add code to child's record – **History of domestic abuse (429746005)** hide from online access & send task to EJ (document does not need to be scanned on)
- Perpetrator – do not add any documents/coding

SAFEGUARDING LEADS

PMG Overall Safeguarding Lead	Dr E. Broughton
Priory Medical Centre	Dr N Knight
Victoria Way/Heworth Green	Dr S Plummer
Lavender Grove/Cherry Street	Dr E. Fraser
Fulford Surgery	Dr S. Bruce
Park View/Tang Hall Lane	Dr J. McNay
Rawcliffe Surgery	Dr C. Darroch-Thompson