

Record Keeping for Child Protection Information and Case Conference Reports

Child Protection Reports are as important as records of serious physical illness and should be recorded in the same way and with the same degree of permanence.

- All reports should be scanned onto the relevant child’s records.
- **Appropriate coding** and templates should be used in Active and Past Problem Lists and priority lists
- Child’s records should be linked in some way to parents even if not living at the same address, siblings and others in **household** by use of appropriate templates and codes.
- Read codes expressing that a child is on a Child Protection Plan should be entered into parents’ records if you have access to them, as set out in GMC: Protecting Children and Young People, Section 52.

It is vital that when a child who is or has been on a Child Protection Plan moves to another area that the full clinical record including Case Conference Reports be sent to the next GP. Therefore they must **NOT be kept separate** or isolated from the child’s written or computer records.

www.rcgp.org.uk/clinical-and-research/toolkits/the-rcgp-nspscc-safeguarding-children-toolkit-for-general-practice.aspx

Following to switch from Read to SNOMED codes, the list below covers the most commonly used codes, but is not an exhaustive list. Note some wordings have changed also.

Safeguarding term	Read Code	SNOMED
Child Protection Procedure		134187008
Child Protection Plan	86M6	1064311000000109
Subject to Child Protection Plan	13lv	342191000000109
Child in Need	13IS	135891007
Vulnerable child/child at risk	13lf	160877008
Child is cause of safeguarding concern	13WX	836881000000105
Unborn child subject to Child Protection Plan	13lv0	818901000000100
No longer subject to Child Protection Plan	13lw	342891000000105
Child no longer in need	13IT	135890008
Child no longer safeguarding concern	9NgB	810771000000107
Unborn child no longer subject to child protection plan	13lw0	1025431000000104
Has child subject of Child Protection Plan	13ly0	864491000000105
Family member subject to child protection plan	13ly	375041000000100
Family member no longer subject to Child Protection Plan	13lz	375071000000106
No longer subject of Looked after child arrangement	9NgF	764951000000107
Child lives with father	13la	224140008
Child lives with other relative	13lc	248201000000109
Looked After Child	13IB1	764841000000100
Own child fostered	8GE71	183433004
Own child adopted	13I81	160866002

Social Worker Involved	13G4	160770002
Social services report	9b0k	25661000000109
Child protection report submitted	9Eq	1036511000000100
Family History of FGM	12b	902961000000107
History of FGM	15K	715477006
Victim of domestic abuse	14XG	879911000000102
History of Domestic Abuse	14XD	429746005
Domestic abuse victim in household		881081000000100
Subject of Multi-agency Risk Assessment Conference (MARAC)	13Hm	758941000000108

For missing Child Protection Conference reports contact:

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