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Safeguarding in Primary Care:

Southwark Key Resources 2021

**P.2 Practice Policy and Process**

**P.3 Training**

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**for work on developing annual review and contributions to key resources.**

1. **Practice Policy and Process**

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| A practice policy should reflect the processes and outcomes required by the organisation in order to discharge their safeguarding duties. As these processes can vary according to the structure of the practice and staff within, it is difficult to create a policy which fits every practice. A policy is not meant as a situational guide as regular training provides this. | |
| The following templates are available for practices to review and adapt accordingly:   * Adults: **A template policy**, updated last year, put together by our team at Southwark CCG, incorporating latest guidelines and local recommendations, is embedded here * The [RCGP Safeguarding Adults at Risk of Harm Toolkit](https://www.rcgp.org.uk/clinical-and-research/resources/toolkits/adult-safeguarding-toolkit.aspx) also provides a template policy and useful information about many issues around Adult Safeguarding and is a valuable resource. |  |
| * Children: [The RCGP Safeguarding Children Toolkit](https://www.rcgp.org.uk/clinical-and-research/resources/toolkits/child-safeguarding-toolkit.aspx) provides a template policy to adapt. * A **Children Safeguarding policy checklist** alongside guidance on **Information Sharing** with link to summary from myth busting guide from Working Together 2018 and suggested wording for incomplete information requests are embedded here. * Suggestions for **Coding** -as we moved over the Snomed some of our regular codes have altered in wording. Find suggestions for regularly used codes with both Read and Snomed for reference here. |  |
| **Child Was Not Brought** to appointment guidance available here to support:  Recognition and response to DNA/WNB has been identified as key theme by the National Serious Care Review panel |  |
| **Supporting Vulnerable Patient Groups to register:**  All people living in the UK, regardless of their immigration status, are entitled to primary healthcare. They do not require proof of address or ID to register with a GP, and the Home Office has no right of access to their records unless there has been serious criminality (not an immigration offence).  Joining “[Safe Surgeries](https://www.doctorsoftheworld.org.uk/what-we-stand-for/supporting-medics/safe-surgeries-initiative/safe-surgeries-network/)”, part of Doctors of the World offers free training and access to a hotline for queries, (for instance, about making a secondary care referral for someone who is an undocumented migrant). |  |
| **Whistle blowing guidance**  This also includes a template that can be adapted to create your own practice policy. |  |
| **Chaperone policy**  GMC guidance regarding chaperones:  <https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/intimate-examinations-and-chaperones/intimate-examinations-and-chaperones> |  |
| **Interpreters**  NHS England worked with professions and the public to identify principles that underpin good quality translating and interpreting. These principles are incorporated within the following guidance: |  |
| **Perinatal MH**  RCGP has a comprehensive toolkit with links to information and guidance:  <https://www.rcgp.org.uk/clinical-and-research/resources/toolkits/perinatal-mental-health-toolkit.aspx>  The following in NICE Guidance on the topic:  <https://www.nice.org.uk/guidance/cg192/chapter/1-recommendations#recognising-mental-health-problems-in-pregnancy-and-the-postnatal-period-and-referral-2> |  |

**2. Training**

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| **Safeguarding Children:**   * CCG Guidance regarding training requirements available here * [Intercollegiate document](https://www.rcn.org.uk/professional-development/publications/pub-007366) Safeguarding children and young people: roles and competences for health care staff * [My Learning Source](https://www.mylearningsource.co.uk/login/index.php) hosted by Southwark Council offers Southwark based multi-agency Safeguarding Training, including whole day Level 2 and 3 sessions which are free to all Southwark practices, individuals need to register themselves for access |  |
| **Safeguarding Adults:**   * CCG Guidance regarding training requirements attached * [Intercollegiate Document](https://www.rcn.org.uk/professional-development/publications/pub-007069) – Adult Safeguarding: Roles and Competences for Health Care Staff (Aug 2018) * [Social Care Institute for Excellence (SCIE)](https://www.scie.org.uk/training) has many useful resources * [Health Education England](https://www.futurelearn.com/courses/level-3-safeguarding-adults/1) has free online Safeguarding Level 3 modules * [My Learning Source](https://www.mylearningsource.co.uk/login/index.php) is set up by Southwark Council and offers Southwark based multi-agency Safeguarding Training sessions which are free to all Southwark practices |  |
| **Incorporating Experiential Learning**  Training should be relevant to the role and responsibilities of the individual. This may be made up of a variety of learning opportunities (including face to face training, audits, e-learning, SEAs and case-based discussions), and this is recognised by the Appraisals Team and CQC. | |
| **Prevent:**  Health is a key partner in the Prevent agenda and raising awareness of Prevent among front line staff providing health care is crucial.    In Southwark, practitioners can make a referral or raise initial concerns by contacting [prevent@southwark.gov.uk](mailto:prevent@southwark.gov.uk) and this can be done anonymously without identifying the individual concerned. For adolescents, concerns can be raised by making a referral into Southwark MASH as the designated front-door.     Please find links to relevant e-learning and resources below:   * [E- Learning for Health (e-LFH) Preventing Radicalisation Level 1 & 2](https://www.e-lfh.org.uk/programmes/statutory-and-mandatory-training/) * [Home Office Prevent e-learning](https://www.elearning.prevent.homeoffice.gov.uk/) * [NHS England Information sharing and information governance for Prevent within the NHS](https://www.england.nhs.uk/wp-content/uploads/2017/09/information-sharing-information-governance-prevent.pdf) | |

**3. Frontline Safeguarding**

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| **Meeting with your safeguarding partners.** Practices are meeting regularly with HVs and DNs, monthly – quarterly. We encourage regular meeting, quarterly as a minimum. | | | |
| Please use single points of access for contact: | | |  |
| Health Visiting Team  0203 049 8166  [gst-tr.spahealthvisitingservicesouthwark@nhs.net](mailto:gst-tr.spahealthvisitingservicesouthwark@nhs.net) |  | School Nursing Team  0203 049 4777  [gst-tr.SchoolNurseSPE@nhs.net](mailto:gst-tr.SchoolNurseSPE@nhs.net) |  |
| **Health Visitor contact details and liaison protocol attached**.  GP practices are asked:   * To schedule meeting dates and times in advance with all communication going through team and nurse managers, according to locality. * To share list of children and families to be discussed in advance of meeting to allow HVs to gather updates from colleagues. HVs will update practices on local service developments e.g., E-red book update and local children centre provision. * To provide list of children under 5yrs newly registered, in response to examples of families identified via MASH/ MARAC referrals who have been in borough for extended periods but have not been known to the HV service. | | |  |
| **MASH, Family Early Help referral form, Threshold Guide** | | |  |
| **Making an Adult Safeguarding Referral**  Adult Safeguarding referrals have 3 streams. To report a concern about an adult with care and support needs who is experiencing or is at risk of abuse or neglect, choose the team most appropriate to the individual's circumstances:   |  |  | | --- | --- | | Adults with a physical or sensory disability and older people (65 years and above) with a mental illness | [OPPDContactteam@southwark.gov.uk](mailto:OPPDContactteam@southwark.gov.uk)  020 7525 3324 | | Adults with a mental illness or impairment (aged 18-65) | [MHContact@southwark.gov.uk](mailto:MHContact@southwark.gov.uk)  020 7525 0088 | | Adults with a learning disability or living with autism | [LearningDisabilitiesDuty@southwark.gov.uk](mailto:LearningDisabilitiesDuty@southwark.gov.uk)  020 7525 2333 |   If unsure which team would be most appropriate for your patient you can contact  [safeguardingadultscoordinator@southwark.gov.uk](mailto:safeguardingadultscoordinator@southwark.gov.uk) | | | |
| **Community Harm and Exploitation**  This term encompasses Youth Violence, Child Sexual Exploitation, Criminal Exploitation and County lines  Child A and B were the subject of a multi-agency thematic review and presented at a GP forum January 2021, presentation attached, with backgrounds detailing significant childhood trauma.  Local Authority information and advice team leaflet attached for all parents and young people with concerns about exploitation.  Please refer to the Thresholds document in all presentations as concerns regarding harm and exploitation meet the threshold for MASH referrals | | |  |
| **Domestic Abuse**  **Routine Enquiry**: in antenatal, postnatal, reproductive care, sexual health, alcohol or drug misuse, mental health, children's and vulnerable adults' consultations, trained staff should ask service users whether they have experienced domestic violence and abuse. This should be a **routine** part of good clinical practice, even where there are no indicators of such violence and abuse.  This document talks about routine enquiry and the above paragraph has been adjusted for primary care from this document. <https://www.nice.org.uk/guidance/ph50/chapter/1-Recommendations#recommendation-6-ensure-trained-staff-ask-people-about-domestic-violence-and-abuse>  The following a link to NICE guidance that also covers indicators of abuse:  <https://www.nice.org.uk/guidance/qs116/chapter/Quality-statement-1-Asking-about-domestic-violence-and-abuse>  IRIS contacts:  [iris.southwark@solacewomensaid.org](mailto:iris.southwark@solacewomensaid.org) or [iris.southwark@nhs.net](mailto:iris.southwark@nhs.net)  IRIS training contributes to level 3 safeguarding. IRIS trained practices have direct line to a DVA worker and advice and support from a specialist worker whenever needed. | | | |
| **Local Authority Designated Officer (LADO)**  Eva Simcock  0207 525 0689 / 07943 076608  [Eva.Simcock@southwark.gov.uk](mailto:Eva.Simcock@southwark.gov.uk)  The LADO deals with allegations made against people working and volunteering with children in Southwark. In General Practice this may present with historical allegations e.g. abuse suffered while in care, parents/carers concerned a child being abused at nursery of school, concern about colleagues, patients who work with children. See presentation attached for further details. Eva Simcock is available to talk in confidence about concerns. | | |  |

**4. Looked After Children and Care Leavers**

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| A Looked After Child (LAC) is a child or young person up to the age of eighteen years who is legally accommodated by the local authority. In England & Wales the term ‘LAC’ is defined in law under the [Children Act 1989](http://www.legislation.gov.uk/ukpga/1989/41/contents). A child is looked after by a local authority (LA) if he or she is in their care or is provided with accommodation for more than 24 hours by the authority.    There are 4 Main Groups   * accommodated under voluntary agreement with their parents (section 20) * subject of a care order (section 31) or interim care order (section 38) * subject of emergency orders for their protection (section 44 and 46) * compulsorily accommodated including remanded to LA or subject to a criminal justice supervision order with a residence requirement (section 21).     Further information available on [role and responsibilities of professionals](https://www.rcn.org.uk/professional-development/publications/rcn-looked-after-children-roles-and-competencies-of-healthcare-staff-uk-pub-009486) and [health and wellbeing factors from RCPCH](https://www.rcpch.ac.uk/resources/looked-after-children-lac).  Contact details for the LAC team at Sunshine House are available here.  Parental Responsibility and Looked After Children document attached. |  |