

**4. Policy**

* 1. **Statement of Intent**
     + The aim of this document is for Grove Surgery to keep children and young people ("children") protected from abuse and exploitation through direct and indirect contact with children (access to patient’s details, communication via email, text message/phone and other communication media)
     + Grove Surgery aims to achieve this by ensuring that it is a child-safe Practice. Grove Surgery follows the guidelines suggested in the revised version of the GMC document “[Raising and acting on concerns about patient safety](https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/raising-and-acting-on-concerns)”. We are committed to working according to best practice to safeguard children irr espective of their background, recognising that a child or young person ("child") may be abused regardless of their age, gender, religious beliefs, racial origin or ethnic identity, culture, class, disability or sexual orientation
     + As a Practice, we have a duty of care to protect the children with and for whom we work
     + This policy seeks to minimise the risks identified by research that has shown child abuse offenders target organisations that work with children, and then seek to abuse their position
     + This policy also aims to protect individuals against false allegations of abuse and our reputation as a Practice, of our healthcare professionals and the non-clinical members of our Practice Team through clearly defined procedures, knowledge and competencies, a culture of awareness and support, together with continuous review of what we do and how we do it in order to keep children safe
     + We are committed to the full and uninterrupted implementation of this policy and the procedures it contains
     + Grove Surgery will provide in-house learning opportunities and make provision for appropriate child protection training for every member of the Practice Team at the appropriate level according to their respective roles and responsibilities. This policy will be made universally accessible for all members of the Practice team and reviewed on an annual basis
     + This policy addresses the responsibilities of all Practice employees and those with whom we have arrangements
     + It is the responsibility of Ms Jacqueline Dorman and the Safeguarding Lead to brief the Practice Team on their responsibilities under the policy
     + For every member of the Practice Team, failure to adhere to this policy may lead to dismissal or constitute gross misconduct. For others (representatives, volunteers, supporters, donors and partner organisations), their individual relationship with Grove Surgery may be terminated
     + To achieve a child-safe Practice, partners (independent contractors), all staff members, Practice contractors and visiting providers, volunteers and members of the wider primary care team, according to the range and responsibilities of their respective roles, must be able to:
       - Describe their role and responsibilities
       - Describe acceptable behaviour and what is unacceptable
       - Recognise signs of abuse
       - Ensure that Practice systems work well to prevent or minimise missing vital information or any delay in communication
       - Describe what to do if worried about a child or a pregnant woman or a family
       - Respond appropriately to concerns or disclosures of abuse
       - Minimise any potential risks to children
       - Ensure that all information relating to child protection issues is regularly updated in the relevant Patient record, with appropriate alerts being added to (and removed from) the records of the child/family member
       - Recognise, be familiar with and use the Practice clinical system READ codes associated with child protection
  2. Adults employed, commissioned or contracted to work with children and young people have a duty of care to safeguard and promote the welfare of children. They are responsible for their own actions and behaviour and must work and be seen to work in an open and transparent way and avoid the type

of conduct that would lead any reasonable person to question their motivation and intentions.

* 1. There will be a safeguarding children clinical lead ("Safeguarding Lead") for the Practice who will attend internal and external safeguarding meetings, be the point of contact for the Practice and cascade safeguarding children information they receive (as Practice clinical safeguarding contact) to relevant Practice staff members. The Safeguarding Lead will also provide support, advice and information for colleagues to ensure that there is sufficient confidence, based on robust shared knowledge, for any healthcare professional of Grove Surgery in taking action to safeguard a child with their colleagues' support.
  2. If doctors at Grove Surgery have the confidence to act if they believe that a child or young person may be being abused or neglected, taking action will be justified. If it turns out that the child or young person (“the child”) is not at risk of, or suffering, abuse or neglect, provided the concerns were honestly held and reasonable and the action was taken through appropriate channels, it will have been the correct decision.
  3. The Practice Team will recognise and understand how to use child protection procedures and maintain up-to-date contact details, information and templates for all local safeguarding partners via the staff member responsible for safeguarding administration.
  4. Grove Surgery will ensure that all staff are trained in safeguarding to a level appropriate to their role. It will be repeated regularly to refresh knowledge and competencies.
  5. When registering with Grove Surgery, the identity of both the adult registering and that of the child needs to be verified if possible, i.e. with a photo ID of the adult and birth certificate of the child. This adult must be the person with parental responsibility for the child.

See 5.13 about registration.

* 1. All student doctors, nurses or other healthcare professionals who, as part of their education and training, will see patients unsupervised, must have Enhanced Disclosure and Barring Service (DBS) clearance before working with patients. Any disclosures as a result of DBS checks must be discussed with all partners and senior management so that a safe decision is made about continuing with the employment of the individual based on a risk assessment. If there is potential for the DBS disclosure to impact on patient safety, the local safeguarding partnership and commissioners will be informed.
  2. All NHS medical records will be summarised within 8 weeks of registration unless they are received via GP2GP. A regular monitoring of summarised notes will be undertaken by Ms Jacqueline Dorman or the clinical lead for information governance to ensure that notes have been summarised on time and according to protocol.
  3. Good record-keeping provides important information for the next healthcare professional looking after the patient and ensures that all aspects of a consultation or other encounter have been recorded. Records must be as accurate as possible stating whether the observations made are fact, impression or reported by the patient or a third party and will help when a Patient’s care is scrutinised.
  4. Grove Surgery will share information in accordance with the Data Protection Act 2018 to build up a picture of a child and/or to support a family working in partnership to safeguard a child. All verbal communication will be recorded carefully after each conversation to ensure that all information is included and available.
  5. Robust registration and summarising procedures will help to highlight safeguarding issues. Policies at Grove Surgery will set out responsibilities for safeguarding children to ensure that safety is paramount. In addition to the Safeguarding Children Child Protection Policy and Procedure, Grove Surgery will have a:
     + Whistleblowing Policy and Procedure
     + Resuscitation and Medical Emergency Policy and Procedure
     + Chaperone Policy and Procedure
     + Health and Safety Policy and Procedure, which includes child safety
  6. All doctors, nurses and staff members working with children, parents and other adults in contact with children will be able to recognise, and know how to act on, signs that a child may be at risk of abuse or neglect in a home environment and in residential and other institutions.
  7. Grove Surgery will ensure external requests for information about vulnerable children must be in writing so that they can be verified.
  8. All clinical staff understand their role in safeguarding partnership working, how and when to refer children to local statutory services and to follow up on a referral at regular intervals. All clinical staff and management use up-to-date referral pathways and templates and know when and how to share information safely and appropriately with safeguarding partners when necessary.