

Staff using Information Sharing project (CP-IS) to identify those who are on a Child Protection Plan or Looked After Children attending an Unscheduled health care setting

Issue Date	Review Date	Version
March 2019	March 2024	1

Purpose

- The Child Protection - Information Sharing project (CP-IS) helps health and social care staff to share information securely to better protect society's most vulnerable children.
- When a child (any person under the age of 18 years) is known to social care and is a Looked After Child or on a Child Protection Plan, basic information about that plan is shared securely with the NHS. If that child attends an NHS unscheduled care setting
- The health team is alerted that they are on a plan and has access to the contact details for the social care team
- The social care team is automatically notified that the child has attended
- Both parties can see details of the child's previous 25 visits to unscheduled care settings in England
- The process is It is endorsed by the Care Quality Commission (CQC) and is included in the key lines of enquiry during CQC inspections

Who should read this document?

All staff involved in the care of children in unscheduled settings and their managers

Key Messages

- It is important that staff employed by University Hospitals Plymouth NHS Trust (UHPNT) prioritise safeguarding children and continue to communicate well to ensure safety with multi-agency partners
- It is vital that all children are checked on the CP-IS system when attending an unscheduled health setting.
- This can be carried out via System-one or accessed via a smart cards using the summary care record.
- It is important that the child's information is checked at point of contact.
- If a child is found to have a child protection plan or to be a Looked After Child an alert will go to their Social Worker and a record of attendance will be made on their social care record.
- This record will not give details of attendance.
- It is vital that Trust Child Protection processes, referral to the safeguarding team at University Hospitals Plymouth and communication with the child's social worker if needed continue as per policy.

Core accountabilities	
Owner	Alison O'Neill Head of Safeguarding/Named Nurse Safeguarding Children
Review	Safeguarding Steering Group
Ratification	Chief Nurse Lenny Byrne
Dissemination (Raising Awareness)	Alison O'Neill Head of Safeguarding/Named Nurse Safeguarding Children
Compliance	Safeguarding Steering Group
Links to other policies and procedures	
UHPNT Child Protection Policy (2018)	
Version History	
1	Staff using Information Sharing project (CP-IS) Alison O'Neill

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

An electronic version of this document is available on Trust Documents. Larger text, Braille and Audio versions can be made available upon request.

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

Section	Description	Page
1	Introduction	4
2	Definitions	4
3	Regulatory Background	4
4	Key Duties	4
5	Procedure to Follow	5
6	Document Ratification Process	5
7	Dissemination and Implementation	5
8	Monitoring and Assurance	5
9	Reference Material	6
	Appendices	
	CP-IS check via smart card and summary care record	7
	CP-IS access using system 1	8

Standard Operating Procedure (SOP)

Staff using Information Sharing project (CP-IS) to identify those who are on a Child Protection Plan or Looked After Children attending an Unscheduled health care setting

1 Introduction

The Child Protection - Information sharing project (CP-IS) helps health and social care staff to share information securely to better protect society's most vulnerable children.

2 Definitions

A child is any person under the age of 18

Information sharing project (CP-IS) is a digital system to communicate with health and social care re attendance in unscheduled health settings for children with child protection plans or those who are looked after

An unscheduled attendance is any area of the Trust where a child attends for treatment without a planned appointment

3 Regulatory Background

The process is endorsed by the Care Quality Commission (CQC) and is included in the key lines of enquiry during CQC inspections

4 Key Duties

It is vital that all children are checked on the CP-IS system when attending an unscheduled health setting.

This can be carried out via System-one or accessed via a smart cars using the summary care record.

It is important that the child's information is checked at point of contact.

If a child is found to have a child protection plan or to be a Looked After Child an alert will go to their Social Worker and a record of attendance will be made on their social care record.

This record will not give details of attendance.

It is vital that Trust Child Protection processes and referral to the safeguarding team at University Hospitals Plymouth and communication with the child's social worker if needed continue as per policy.

5 Procedure to Follow

This procedure must be followed for any child attending an unscheduled health setting for treatment at point of attendance

If a member of staff needs to have access to the CP-IS system either via a smart card or via system one please inform your manager and complete the appropriate request forms gaining authority

If you need support with accessing systems please contact the safeguarding team on Level 12 at Derriford Hospital

For details of how to access the system please see below:

Appendix 1 access via smart card using the Summery Care Record

Appendix 2 access via system 1 access.

6 Document Ratification Process

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be reviewed by the Head of Safeguarding and safeguarding steering group and ratified by the Chief Nurse and safeguarding steering group.

Non-significant amendments to this document may be made, under delegated authority from the Head of Safeguarding, by the nominated author. These must be ratified by the Chief Nurse and should be reported, retrospectively, to the Safeguarding Steering Group.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

7 Dissemination and Implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Chief Nurse and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring and Assurance

- System will be monitored by the safeguarding team.
- Audit will be carried out to ensure compliance 6 months after full implementation (October 2019)
- Any issues will be identified to senior management of the area and systems amended to improve performance
- Results of audit will be reported to the safeguarding steering group

9

Reference Material

Working together to safeguard Children 2018

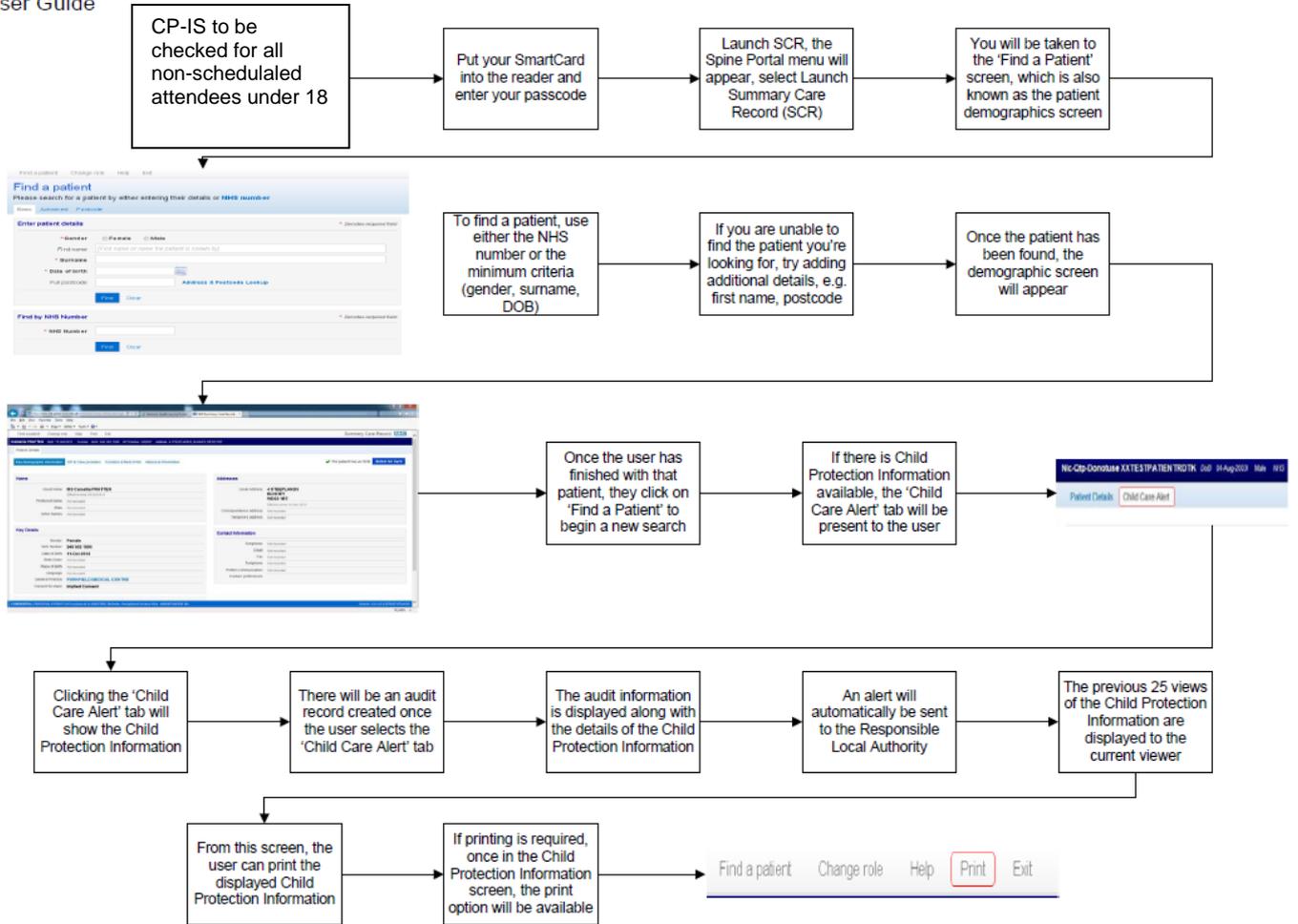
Children's Act 1989 and 2004

CP-IS information project website-NHS digital

DRAFT

Appendix 1-Accessing via Smart Card and Summary Care Record

CP-IS User Guide

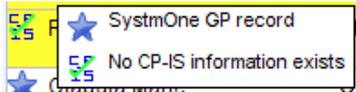


Appendix 2-Accessing via System 1:

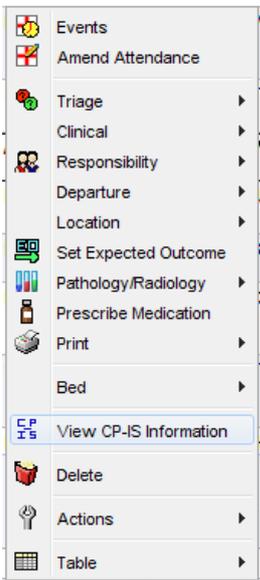
CPIS functionality is visible in the MIU unit. Any Patient under the age of 18 will have a CPIS flag on their record.

	Brody James	Cavey	1y	First attendance	 49m
	Shane Gavin	Tylor	41y	First attendance	 1h 7m
	Lennox	Hamilton	7y	First attendance	 1h 20m

Staff will be able to see that they have CPIS by hovering over the flag



If children have a flag it can be viewed by right click the patient and select: View CPIS information



All staff with safeguarding access will be able to the alert.