

What To Do If You Are Worried About The Welfare Of A Child Or Young Person Aged Less Than 18 Years Of Age Clinical Guideline

V4.1

February 2020

Summary

Are You Worried About the Welfare of a Child or Young Person Aged Less Than 18 Years?

I have concerns about a child's safety or about the possibility of a child being abused.

Discuss the child with the nurse and doctor in charge.

Check the Hospital PAS or Oceano system to see whether the child is part of a Child Protection Plan or is a Child in Care.

The Community Paediatrician for Safeguarding (4552) will be able to provide advice during office hours. The on call paediatric registrar will be able to provide advice out of hours for children under 16 years. If necessary, discuss with the Named Nurse or Named Doctor (Contact via switchboard).

NB - If there are concerns regarding sexual abuse or assault STOP and call the Devon and Cornwall Sexual Assault Referral Centre (SARC) helpline for advice and guidance on 0300 303 4626 (24 hour service).

ANYONE can contact the SARC. If you are concerned, call for advice.

Document concerns, examination, treatment discussions, advice and plans on child protection paperwork. Ensure that you have clearly noted whether or not you have contacted the SARC.

If concerns remain then **you need to make a referral**. Inform the parents if it is safe to do so. Be prepared to provide details of child, parents, siblings and home situation.

09.00-17.00; Contact the Multi-Agency Referral Unit (MARU) to make a Social Care referral on 03001231116

17.00-09.00; Contact the duty social worker via Bodmin Hospital switch board ext. 1300.

Then send a written referral using the Intra-Agency Referral form.

<http://intra.cornwall.nhs.uk/Intranet/AZServices/C/ChildProtection/HowToMakeAReferral.asp>

Email to: MultiAgencyReferralUnit@cornwall.gcsx.gov.uk

Write [secure] in the subject box and attach the completed referral form and send a copy (email via nhs.net or hospital post) to the Named Nurse for Safeguarding Children.

Allow child to go home only when sure it's safe to do so. Take advice where necessary. Don't forget siblings who may not be in the hospital but maybe at the family home.

1. Aim/Purpose of this Guideline

- 1.1. The aim of this guideline is to provide clear information and guidance for staff within the multi-disciplinary team on what to do if they are worried about the welfare of a child or young person aged less than 18 years of age.
- 1.2. This version supersedes any previous versions of this document.
- 1.3. **Data Protection Act 2018 (General Data Protection Regulation – GDPR) Legislation**

The Trust has a duty under the DPA18 to ensure that there is a valid legal basis to process personal and sensitive data. The legal basis for processing must be identified and documented before the processing begins. In many cases we may need consent; this must be explicit, informed and documented. We can't rely on Opt out, it must be Opt in.

DPA18 is applicable to all staff; this includes those working as contractors and providers of services.

For more information about your obligations under the DPA18 please see the 'information use framework policy', or contact the Information Governance Team rch-tr.infogov@nhs.net

2. The Guidance

Please see [Summary Flowchart](#)

3. Monitoring compliance and effectiveness

Element to be monitored	The effectiveness of the policy will be monitored by the Child Protection Named Professionals. All incidents identified when the policy is not followed will be investigated with Social Care partners
Lead	Wendy Perkin Named Nurse for Safeguarding Children
Tool	DATIX system will be used to record and monitor any issues with the process. Identified issues will be monitored through SCOG.
Frequency	Quarterly evaluation and reporting of issues reported to SCOG. Immediate issues will be addressed and reported as they occur.
Reporting arrangements	Effectiveness and implementation and issues raised will be reported to the Safeguarding Children's Operational Group (SCOG). SCOG is chaired by the Deputy Director of Nursing and Allied Health Professionals who will monitor and act if issues need to be addressed.
Acting on recommendations and Lead(s)	SCOG members including Named Professionals, Chair and Trust representative members
Change in practice and lessons to be shared	Will be addressed through SCOG and disseminated to staff via link group members and managerial lines.

4. Equality and Diversity

4.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the ['Equality, Inclusion & Human Rights Policy'](#) or the [Equality and Diversity website](#).

4.2. ***Equality Impact Assessment***

The Initial Equality Impact Assessment Screening Form is at Appendix 2.

Appendix 1 Governance Information

Document Title	What To Do If You Are Worried About The Welfare Of A Child Or Young Person Aged Less Than 18 Years Of Age Clinical Guideline V4.1		
Date Issued/Approved:	January 2020		
Date Valid From:	February 2020		
Date Valid To:	September 2022		
Directorate / Department responsible (author/owner):	Wendy Perkin Named Nurse for Safeguarding Children and Simon Bedwani Named Doctor for Safeguarding		
Contact details:	01872 254549		
Brief summary of contents	Guideline for what to do if you are worried about the welfare of a child or young person aged less than 18 years of age		
Suggested Keywords:	Safeguarding Children, Child Protection What to do if, Child Protection Process		
Target Audience	RCHT	CFT	KCCG
	✓		
Executive Director responsible for Policy:	Deputy Director of Nursing & Allied Health Professionals		
Date revised:	January 2020		
This document replaces (exact title of previous version):	Clinical Guideline for what to do if you are worried about the welfare of a child or young person aged less than 18 years of age V4.0		
Approval route (names of committees)/consultation:	Safeguarding Children's Operation Group (SCOG)		
Care Group Manager confirming approval processes	Kim O'Keeffe		

Name and Post Title of additional signatories	Not Required			
Name and Signature of Care Group/Directorate Governance Lead confirming approval by specialty and divisional management meetings	{Original Copy Signed}			
	Name: Kim O’Keeffe			
Signature of Executive Director giving approval	{Original Copy Signed}			
Publication Location (refer to Policy on Policies – Approvals and Ratification):	Internet & Intranet	✓	Intranet Only	
Document Library Folder/Sub Folder	Clinical / Safeguarding Children			
Links to key external standards	None			
Related Documents:	None			
Training Need Identified?	No			

Version Control Table

Date	Version No	Summary of Changes	Changes Made by (Name and Job Title)
2010	V1.0	Initial Issue	Dr G.Taylor- named doctor for child protection and Liz McCleod Named Nurse Child Protection
Feb 14	V2.0	Review and amendment to all content. Re format	Alison O’Neill – Named Nurse for Child Protection and Chris Williams Named Doctor Child Protection

Aug 2016	V3.0	Review and amendment to all content	Wendy Perkin – Named Nurse for Child Protection and Chris Williams Named Doctor Child Protection
Sep 19	V4.0	Review and amendment to all content	Wendy Perkin – Named Nurse for Safeguarding Children
January 2020	V2.1	Flow chart updated	Wendy Perkin, Named Nurse for Safeguarding Children Caroline Amukusana – Governance Lead

All or part of this document can be released under the Freedom of Information Act 2000

This document is to be retained for 10 years from the date of expiry.
This document is only valid on the day of printing

Controlled Document

This document has been created following the Royal Cornwall Hospitals NHS Trust Policy for the Development and Management of Knowledge, Procedural and Web Documents (The Policy on Policies). It should not be altered in any way without the express permission of the author or their Line Manager.

Appendix 2 Initial Equality Impact Assessment Form

<p align="center">Name of the strategy / policy / proposal / service function to be assessed What To Do If You Are Worried About The Welfare Of A Child Or Young Person Aged Less Than 18 Years Of Age Clinical Guideline V4.1</p>					
<p>Directorate and service area: Child Health</p>			<p>New or existing policy: Existing</p>		
<p>Name of individual completing assessment: Wendy Perkin</p>			<p>Telephone: 01872 254549</p>		
<p>1. Policy Aim* <i>Who is the strategy / policy / proposal / service function aimed at?</i></p>	<p>Clear guideline for what to do if you are worried about the welfare of a child or young person aged less than 18 years of age</p>				
<p>2. Policy Objectives*</p>	<p>Clear guideline for what to do if you are worried about the welfare of a child or young person aged less than 18 years of age</p>				
<p>3. Policy – intended Outcomes*</p>	<p>Evidenced based and standardised care</p>				
<p>4. *How will you measure the outcome?</p>	<p>Audit</p>				
<p>5. Who is intended to benefit from the policy?</p>	<p>Children and families</p>				
<p>6a Who did you consult with</p>	<p>Workforce</p>	<p>Patients</p>	<p>Local groups</p>	<p>External organisations</p>	<p>Other</p>
	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>
<p>b). Please identify the groups who have been consulted about this procedure.</p>	<p>Safeguarding Children’s Operation Group (SCOG)</p>				
<p>What was the outcome of the consultation?</p>	<p>approved</p>				
<p>7. The Impact Please complete the following table. If you are unsure/don’t know if there is a negative impact you need to repeat the consultation step.</p>					
<p>Are there concerns that the policy could have differential impact on:</p>					
<p>Equality Strands:</p>	<p>Yes</p>	<p>No</p>	<p>Unsure</p>	<p>Rationale for Assessment / Existing Evidence</p>	
<p>Age</p>		<p>X</p>			

Sex (male, female, trans-gender / gender reassignment)		X			
Race / Ethnic communities /groups		X			
Disability - Learning disability, physical impairment, sensory impairment, mental health conditions and some long term health conditions.		X			
Religion / other beliefs		X			
Marriage and Civil partnership		X			
Pregnancy and maternity		X			
Sexual Orientation, Bisexual, Gay, heterosexual, Lesbian		X			
<p>You will need to continue to a full Equality Impact Assessment if the following have been highlighted:</p> <ul style="list-style-type: none"> • You have ticked “Yes” in any column above and • No consultation or evidence of there being consultation- this <u>excludes</u> any <i>policies</i> which have been identified as not requiring consultation. or • Major this relates to service redesign or development 					
8. Please indicate if a full equality analysis is recommended.		Yes		No	X
9. If you are not recommending a Full Impact assessment please explain why.					
No areas indicated					
Date of completion and submission	January 2020	Members approving screening assessment	Policy Review Group (PRG) APPROVED		

This EIA will not be uploaded to the Trust website without the approval of the Policy Review Group.

A summary of the results will be published on the Trust’s web site.