

Agreed Headlines AIS (Final Version April 2016))

- Drop down: 'Safeguarding diary note'
Headline: 'SC (date of referral) AIS checks
(Note: check safeguarding assessment first to see if AIS checks have been completed if not use this case note)
- Drop down: 'Safeguarding Diary Note'
Headline: 'SC (date of referral) Information Gathering – T/c...etc'
(Note: check safeguarding assessment first as sufficient information gathering may have been completed if not use this headline)
- Drop down: 'Safeguarding Enquiry SAM'
Headline: 'SC (date of referral) SAM Discussion
(Note: this is the first discussion, any subsequent are Strategy Discussions)

Drop down. "Safeguarding Team – allocation needed"
Headline, 'SC (date of referral) Safeguarding Enquiry – allocation needed
(Note: workflow to safeguarding team manager when allocation is required)

Drop down 'Start Safeguarding Enquiry'
Headline, 'SC (date of referral) Start Safeguarding Enquiry'
(Note: used by Team Manager to allocate case for enquiry)

(ongoing discussions with TM or senior to be called SAM discussions)

- Drop down: 'SAM Discussion'
Headline: 'SC (date of referral) SAM Discussion'
- Drop down: 'Safeguarding Enquiry Views and Desired Outcomes'
Headline: 'SC (date of referral) Views and Desired Outcomes'
(Note: check safeguarding assessment to see if adult has expressed views and desired outcomes, views and desired outcomes need to occur at the beginning and end of the process record in extra questions)
- Drop down: 'Safeguarding Plan'
Headline: 'SC (date of referral) Safeguarding Plan
(Mandatory)'
- Drop down: 'Safeguarding Enquiry Risk Assessment'
Headline: 'SC (date of referral) Risk Assessment s42 or non s42'
(Mandatory)
- Drop down: 'Safeguarding Diary Note'
For Meetings use Headline to describe the 'type' of meeting,
e.g:
'SC (date of referral) Safeguarding Planning Meeting'
'SC (date of referral) Safeguarding Case Conference'
'SC (date of referral) Safeguarding Meeting - Review

- Drop Down: 'Safeguarding Diary Note'
- Headline: 'SC (date of referral) Enquiry Analyse or Report' (this is the Social Workers/Enquiry Officers Report)

- Drop down: 'Safeguarding diary note'
Headline: SC (date of referral) Analysis and Learning
(Not mandatory)

- Drop down: 'Safeguarding Enquiry Closure Requested'
Headline: 'SC (date of referral) Safeguarding Enquiry Closure Requested'
(Notes section: Nature of referral, brief summary, outcome, Confirm actions have been completed confirm safeguarding module completed, incident checked, Involvements ended, NFA)

NOTE: Team Manager will complete 'Safeguarding Enquiry Closure' either 'Rejected/Authorised'

NOTE: Triage will use the Drop down: 'Safeguarding Enquiry Needed – Red/Amber/Green' etc