



# Managing Child Protection - Information Sharing Notifications



## **Context**

Following consultation with Safeguarding Nurses from University Hospitals Sussex NHS Foundation Trust (UHSNHSFT) and NHS Digital Child Protection - Information Sharing (CP-IS) team, we are assured that; if there are immediate safeguarding concerns for a child attending an NHS Unscheduled Care Setting (UCS) across England, with access to the CP-IS record, contact would be made with WSCC to raise the concerns. To practice in line with other areas we no longer need to make a follow up phone call and the processes below are to be followed. Safeguarding Nurses from UHSNHSFT will send a discharge summary for an attendance at their hospitals for a child subject of CP-IS.

## **When should a follow up call be made by Children's Social Care.**

Allocated Workers / Duty (virtual workers) or the MASH will be sent a case note alert if an automated Access to Service Notification (ASN) Case Note is on a child's record due to an attendance at an UCS such as A&E. You need to review this taking into account your knowledge of the child's circumstances and the detail of the introductory paragraph to decide if you need to find out more information, by contacting the UCS triggering the ASN. This may be more critical if the organisation is not within the area in which the child lives. For our local hospitals a discharge summary will be sent promptly after the event. A series of questions to help you consider if making a contact is necessary can be found in Appendix A. Messages from serious case reviews continually highlight the impact of opportunities to share information being missed and this should be a consideration for professional judgement.

## **Processes for Managing Access to Service Notifications**

These are described below:

1. For Children with Allocated Workers
2. For children who are no longer receive a service
3. For 18 year olds
4. Unborn Children with a CP Plan

### **1. For Children with Allocated Workers**

- CPU admin will check for alerts each morning.
- CPU admin will check if the Allocated Worker is working, (Online status, out of office, calendar).
- They will append a brief note to the ASN Case Note and send it to the Allocated Worker
- If the Allocated Worker is obviously not working the case note alert will be sent to their team's virtual duty worker.
- The case note alert is acknowledged by the recipient.
- The Allocated / Duty worker reviews the case note and the wider context of the child's situation and decides whether they need to follow up with the organisation that precipitated the alert.

## 2. For children who are no longer receive a service

- CPU admin will check for alerts each morning.
- CPU admin will check if there is an Allocated Worker
- They will append a brief note to the Case Note and send it to the **MASH Manager Incoming**
- The case note alerts are monitored daily by the MASH and are acknowledged by the recipient.
- The MASH will decide whether they need to follow up with the organisation that precipitated the alert.

## 3. For 18 year olds

As CP-IS alerts remain on a person's NHS record for a year after the end of a period of care or a Child Protection Plan, 18-year-olds can remain subject to ASNs until the 19<sup>th</sup> birthday. They may have an allocated Adult Social Worker, an allocated Personal Advisor in a Care Leaving Team or the ASN will need to be responded to by the MASH. The processes above should be followed depending upon the person's allocated status.

## 4. Unborn Children with a CP Plan

We receive the ASN Case Note on the mother's case notes. The Case Note alert will relate to the mother's attendance at an UCS and the information should be reviewed with regard to both the mother and the unborn child's record.

### Appendices:

**Appendix A.** Some considerations for making contact with the NHS unscheduled care setting.

**Appendix B.** Who to contact?

Review / Contacts / References	
Document title:	Managing Child Protection - Information Sharing Notifications
Date approved:	xx.xx.xxxx
Approving body:	P&P Steering Group
Last review date:	06/12/2022
Revision history:	
Next review date:	31.03.2024
Document owner:	Jenny Boyd
Lead contact / author:	Nigel Alner

Appendix A.

**Some considerations for making contact with the NHS unscheduled care setting.**

Below are a series of questions that can assist in considering whether you need to contact the NHS unscheduled care setting (UCS) that precipitated the Access to Service Notification (ASN) Case Note. This is not an exhaustive list and any concern about what may be happening for a child should lead to further discussion with professionals involved.

- Does the information in the ASN or the discharge summary raise concerns in the context of other information available to the social worker?
- Is there a pattern of events that cause concern?
- Have there been a number of recent ASNs?
- Has the ASN been sent by an UCS outside the area in which the child is resident?
- Are there conflicting reports of the circumstances of attendances being described by the child or family members?
- Is the child or young person isolated or otherwise vulnerable?

## Appendix B

### Who to Contact

Trust	Contact details
University Hospitals Sussex NHS Foundation Trust	Children's safeguarding and liaison teams: <b>St Richard's Hospital:</b> 01243 831780 / 07825 257118 <b>Worthing Hospital:</b> 01903 286769 / 07825 257118 <a href="mailto:wshnt.childrensafeguarding@nhs.net">wshnt.childrensafeguarding@nhs.net</a> (Worthing and Chichester email)
University Hospitals Sussex NHS Foundation Trust	<i>The Royal Alex Children's Hospital:</i> <a href="mailto:uhsussex.safeguardingchildrenuhseast@nhs.net">uhsussex.safeguardingchildrenuhseast@nhs.net</a> or telephone 01273 696955 ext 62363
PORTSMOUTH HOSPITALS NHS TRUST	<b>Children's Safeguarding Unit:</b> 02392 286000 EXT 6058 <a href="mailto:Pho-tr.safeguardingchildrenteam@nhs.net">Pho-tr.safeguardingchildrenteam@nhs.net</a>
SURREY AND SUSSEX HEALTHCARE NHS TRUST	<b>Safeguarding team:</b> 01737 768511 EXT 2642 <a href="mailto:SASH.CPIS@nhs.net">SASH.CPIS@nhs.net</a>
EAST SUSSEX HEALTHCARE NHS TRUST	<a href="mailto:esh-tr.SafeguardingChildren-AcuteInPatients@nhs.net">esh-tr.SafeguardingChildren-AcuteInPatients@nhs.net</a> <b>Phone:</b> 0300 131 4953 / 4954 OR 01323 446992 (not permanently covered)
SUSSEX COMMUNITY NHS FOUNDATION TRUST	<b>Email is preferred:</b> <a href="mailto:Sc-tr.safeguardingchildren@nhs.net">Sc-tr.safeguardingchildren@nhs.net</a> <b>Telephone number:</b> 01273 696011 EXT 6115

Most CP-IS Notifications come from the above Trusts. Many other organisation's ASNs will have the phone number to contact in the Case Note text. If not, you will have to find the appropriate phone number using Google. Unfortunately, neither the NHS or our local children's safeguarding and liaison team has a consolidated register of the contact number for all the Trusts.

Example: if you enter Pennine Acute Hospitals NHS Trust into Google, then you will get the following: -

www.pat.nhs.uk ▾

## Pennine Acute Hospitals NHS Trust

Welcome to the **Pennine Acute Trust** website.

Results from pat.nhs.uk



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Click on Contact Us, and you will get a phone number of the switchboard.