**GP Practice Children Safeguarding Policy Checklist-Southwark**

A practice policy should reflect the processes and outcomes required by the organisation in order to discharge their safeguarding duties. As these processes can vary according to the structure of the practice and staff within, it is difficult to create a policy which fits every practice. A policy is not meant as a situational guide as regular training provides this.

In order to help practices review their own policy we have developed a checklist

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| Training requirements for all staff according to their role |  |
| Steps undertaken by the practice to comply with nationally agreed safer recruitment policies for healthcare workers |  |
| Name and contact details of the practice lead professionals for safeguarding |  |
| Name and contact details of the lead professionals in the CCG for child safeguarding |  |
| Detail the local referral process for a case of concern with local thresholds policy |  |
| Details of process for practice meetings regarding children and vulnerable families |  |
| Guidance for professionals on rare, but important types of safeguarding presentations such as Community Harm and Exploitation, FGM, PREVENT |  |
| Detail how the lead professional for the practice will update their knowledge and circulate lessons from local learning reviews and case based learning, and how the practice will implement lessons. |  |
| Detail the process by which the practice will respond the requests for reports for a child protection case conference, including how administration will escalate matter as urgent task to GP |  |
| Details of template to be used for case conference to guide quality and content of report. |  |
| Detail how the lead professional for the practice will update their knowledge and circulate lessons from local serious case reviews and case based learning |  |
| Patient Registration  Have clear guidance for receptionists that recognize the challenges for some children in producing birth certificates and proof of address especially in cases of children coming into care, children seeking asylum  Have clear guidance for receptionists to help identify potential cases of private fostering |  |
| Notes Summarisation  Have clear guidance on use of suitable codes to use in medical records |  |
| Looked After Children  Detail steps the practice will take to identify Looked After Children, ensure medical records clearly flag up and ensure notes provide adequate summary. |  |

Key Local and National Resources to reference within your policy:

[Working Together to Safeguard Children 2018](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

[Information Sharing Guidance](http://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)

[London Child Protection Procedures](http://www.londoncp.co.uk/)

[GMC: Protecting Children and Young People- The responsibilities of all doctors](https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/protecting-children-and-young-people)

[Southwark Safeguarding Children Partnership](https://safeguarding.southwark.gov.uk/)