PrimaryCare:24
4 – 6 Enterprise Way
Wavertree Technology Park
Liverpool
L13 1FB
T: 0151 254 2553

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	**SAFEGUARDING REGISTER**		**Doc No**	**PC020**
Scope	**Sefton Practices**	**All staff**	**Primary Care**	
Purpose	To ensure that all information regarding patients subject to a safeguarding plan is shared with relevant staff.			

	PROCEDURE	**RESPONSIBILITY**
1	NHS.net account is checked AM and PM	Practice Manager
2	Any Safeguarding correspondence is shared with the clinician on duty immediately.	Practice Manager
3	The information is transferred to the Safeguarding register and all fields are completed. The person entering the information is responsible for obtaining and gaps/missing information (e.g. key worker).	Administration Staff
4	All fields should be completed in full according to the headings on the register.	Administration Staff
5	The information is scanned into the patient record.	Administration Staff
6	The information is coded on the patient record. The icon should then be present in the top right hand corner of the screen (CP)	Administration Staff
7	An alert should be created on EMIS. The alert should state: ***Subject to Safeguarding Plan. Commenced [enter date]***	Practice Manager

PrimaryCare:24
4 – 6 Enterprise Way
Wavertree Technology Park
Liverpool
L13 1FB
T: 0151 254 2553

8	**When a patient is no longer subject to a safeguarding plan.** The information should be coded accordingly. The icon will no longer be present on the record. The alert should be updated. The original message should remain and add the text: **Ended [enter date]**	Practice Manager
9	The safeguarding register must be password protected and stored on the shared drive	Practice Manager
10	Named staff only should be able to access the register. PM, deputy, nominated administrator	Practice Manager
11	Any concerns, incidents should be escalated immediately by the usual reporting system	Practice Manager
12	If any staff member has a safeguarding concern and makes a safeguarding referral this should be documented on the clinical record. The patient details should not be added to the Safeguarding register until the practice is formally notified that the patient is subject to a safeguarding plan (the referral may not necessarily progress to the patient being subject to a safeguarding plan).	ALL Practice staff

PrimaryCare:24
4 – 6 Enterprise Way
Wavertree Technology Park
Liverpool
L13 1FB
T: 0151 254 2553

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	**SAFEGUARDING REGISTER**	***Doc. No.***	***PC020***

Version	*V1.0*
Approving Managers/Committee	*Head of Service*
Date Ratified	*April 2019*
Department of Originator	*Sefton Practices*
Responsible Executive Director	Director of Service Delivery
Responsible Manager/Support	*Head of Service*
Date Issued	*03/04/2019*
Review Date	*April 2020*
Target Audience	*Sefton Health Practices*

Version	***Date***	***Control Reason***	***Accountable Person for this Version***
1.0	***04/03/2019***	***New SOP***	***Head of Service/Nurse Lead***

Reference documents	***Electronic Locations***	***Locations for Hard Copies***
https://www.sefton.gov.uk/social-care/children-and-young-people/report-a-child-or-young-person-at-risk/information-for-professionals.aspx ***https://www.sefton.gov.uk/social-care/adults/worried-about-***	*Primary Care 24 Intranet SOPs Operations*	*Standard Operating Procedures File in Reception*

PrimaryCare:24
4 – 6 Enterprise Way
Wavertree Technology Park
Liverpool
L13 1FB
T: 0151 254 2553

someone/if-you-think-someone-is-being-harmed-or-neglected.aspx		

Document Status: This is a controlled document.
Whilst this document may be printed, the electronic version maintained on the PC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.