

Procedure for transfer of Child Health Records where there are
 safeguarding concerns
 Community Health Newham

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Version Control Summary

Version	Date	Author	Status	Comment
3.0	March 2011	Heather Hunter-Whitehouse	FINAL	Reviewed as part of routine rolling programme
4.0	January 2014	Alberta Awotwi	DRAFT	<ol style="list-style-type: none">1. Reviewed as part of routine rolling programme2. Paperless records transfer introduced

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1 Introduction

- 1.1 All healthcare professionals who provide a service to children and families in the community are likely to have children on their caseload that have suffered or are at risk of suffering significant harm.
- 1.2 All children in Newham have records which contain details of professionals' involvement and care plans aimed at ensuring the child's safety and promoting their welfare

2 Purpose

- 2.1 Effective information sharing underpins integrated working and is a vital element of both early intervention and safeguarding (Working Together to Safeguard Children 2013). In order to provide continuity of care, health visitors and school nurses have a responsibility to ensure that there is effective communication with their colleagues in the area where the child is moving to which includes timely and secure transfer of the Child Health Records.
- 2.2 To provide a framework in which Child Health Records are transferred in a secure and timely manner.

3 Definitions

- 3.1 The term 'transfer of records' refers to the dispatching of Child Health Records for vulnerable children, internally and externally, in a safe and secure manner.
- 3.2 The term 'vulnerable child' refers to a child who is subject to a Child Protection or Child in Need Plan or is a Looked After Child or for who there is safeguarding concerns. It may also refer to a child who has medical needs, however records for these children do not need to be transferred out of the borough via the Safeguarding Children Team.

4 Duties

- 4.1 The Named Nurse is responsible for the management and coordination of this protocol, ensuring that it is reviewed every three years
- 4.2 Line Managers are responsible for ensuring that their team members are aware of and adhering to this protocol.
- 4.3 Health Visitors, School Nurses, Safeguarding Children Advisors and Child Health Administrators adhering to the framework laid out in this protocol.

5 General principles

- 5.1 This procedure is to support the School Nursing and Health Visiting Service and Safeguarding Children Team when transferring records of children who subject to Child Protection Plans, Child in Need Plans or who are Looked After Children by
 - promoting a seamless pathway of care for children and young people aged 0-16 and up to 19 for children with complex health needs
 - outlining practice standards for receiving and transferring of records for vulnerable children establishing an administrative process for the Safeguarding Children Team regarding the transfer of records out of Newham

6 Internal transfer of records for vulnerable children (within Newham)

- 6.1 The health visitor / school nurse will write a summary in Progress Notes in the child's record on RiO (see Appendix D for an outline of what the summary should contain).
- 6.2 Transfer of case for all children who are subject to Child Protection Plans, Child in Need Plans or who are Looked After Children should take via a conversation between professionals.
- 6.3 A 'Change of Professional Form' (Appendix F) should be completed by the health visitors / school nurse transferring the records and should be sent to all professionals working with the family (including both CP supervisors).

7 Transfer out of Newham records for vulnerable children

7.1 Responsibilities for the Health Visitor / School Nurse

- 7.1.1 Health Visitor / School Nurse Speaks to professional in new area to hand over case and records details of conversation in RiO Progress Notes.
- 7.1.2 Health Visitor / School Nurse peruse records and document transfer out summary in RiO Progress Notes using guidelines.
- 7.1.3 Health Visitor / School Nurse to complete HQ4 electronically, remove RiO alert (if CiN or CPP) and ensure name and address of receiving organisation and all previous and current details of child are completed.
- 7.1.4 Health Visitor / School Nurse to email HQ4 to Child Health Administrator in the Child Health Department and copy to her Manager.

7.2 Responsibilities for the Child Health Department and the Safeguarding Children Team

- 7.2.1 Child Health Administrator ensures that both Safeguarding Children Advisors are notified by email that records for a child with a CP/CiN Plan/LAC are for transfer out.
- 7.2.2 Child Health Administrator ensures that records are sent via the Safeguarding Children Team in the new area electronically.
- 7.2.3 Safeguarding Children Advisors log on spread sheet on N Drive.
- 7.2.4 Safeguarding Children Advisors peruse record to ensure that transfer out summary has been done and is of a high standard and that liaison has taken place between professionals.
- 7.2.5 Safeguarding Children Advisors ensures RiO Alert for CP/CiN Plan has been removed (Alerts for LAC should remain).
- 7.2.6 Safeguarding Children Advisors ensures record perusal in RiO Progress Notes.
- 7.2.7 Safeguarding Children Advisors to email Child Health Department when the records are ready for transfer out.

8 Transfer into Newham from out of borough for vulnerable children

8.1 Responsibilities for the Child Health Department and the Safeguarding Children Team

- 8.1.1 Record received by Child Health Administrator from out of area.

- 8.1.2 Child Health Administrator paper records are given to the Safeguarding Children Team for perusal.
- 8.1.3 Safeguarding Children Team Administrator email Safeguarding Children Advisors to alert them that a *paper record* has arrived.
- 8.1.4 Electronic records - an email is sent to the Safeguarding Children Advisors to alert them that an electronic record has been received.
- 8.1.5 Safeguarding Children Advisors logs the details on spread sheet on N- Drive.
- 8.1.6 Safeguarding Children Advisors peruse record and address any issues regarding quality / lack of information
- 8.1.7 Safeguarding Children Advisors inform Child Health Administrator which professional (Clinical Team Leader / Health Visitor / School Nurse) to forward the record to.
- 8.1.8 Child Health Administrator forward record to the appropriate professional (Clinical Team Leader / School Nurse) or alert them that an electronic record has been received by email.
- 8.2 **Responsibilities for the Health Visitor / School Nurse**
- 8.2.1 Health Visitor / School Nurse peruse in record and record care plan in RiO Progress Notes, ensuring that RiO Alert is updated as appropriate.

9 References

- 9.1 Working Together to Safeguard Children (2013)
- 9.2 London Safeguarding Children Board Procedures (2013)

Appendix A

Emailed for consultation on 10/01/2014

Dear Colleague,

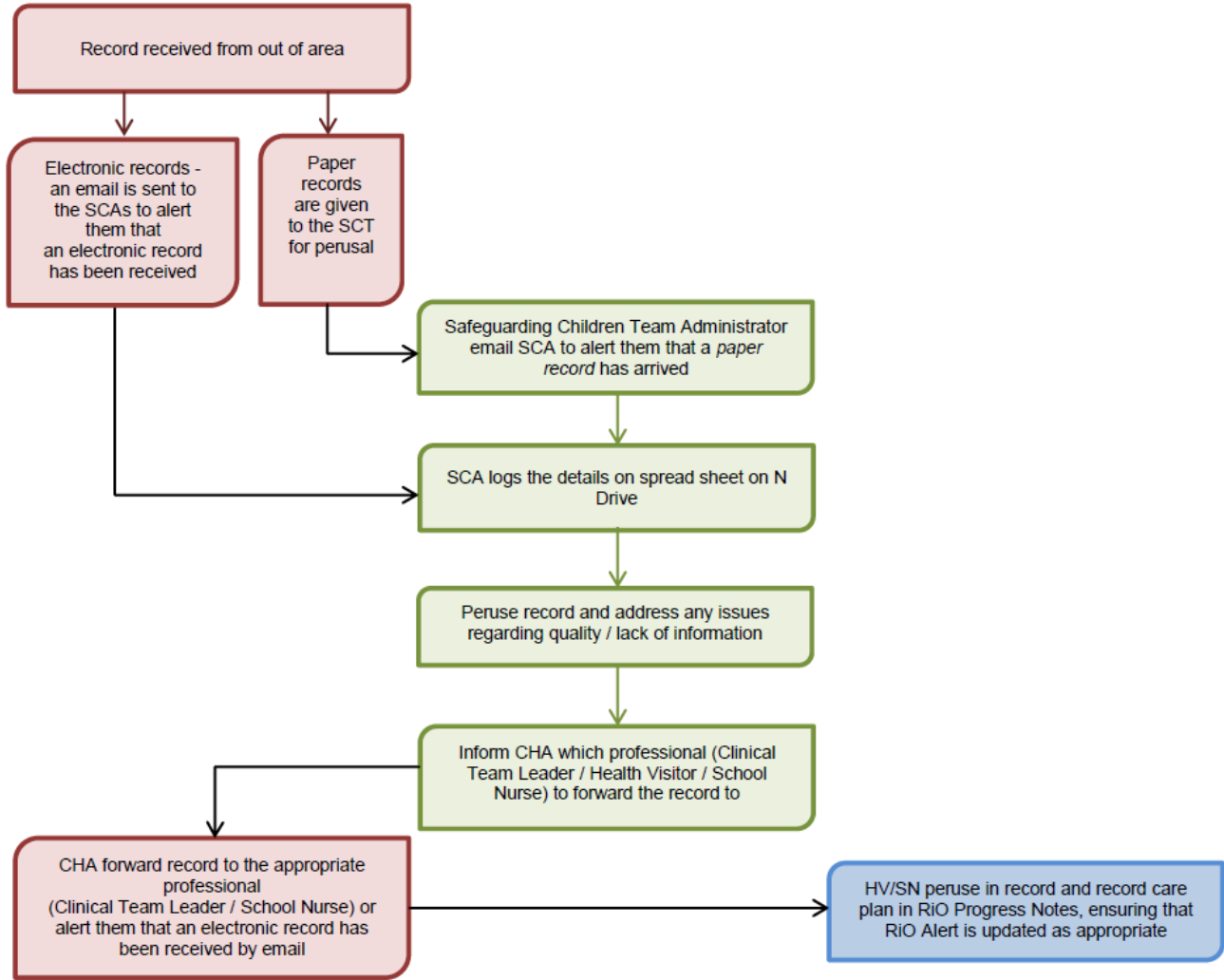
The Safeguarding Children Team is currently updating the Procedure for transfer of Child Health Records where there are safeguarding concerns (Community Health Newham). Your comments on the attached draft document would be appreciated. Could you please see the enclosed / attached document and return the lower portion of this form to me by 23/01/2014. A copy of this form has been sent to those listed below. If you know of anyone else that should be included in this consultation process, please let me know. Thank you for your input.

Reagender Kang, Designated Nurse for Safeguarding Children
Jonathan Warren, Director of Nursing
Eirlys Evans, Deputy Director of Nursing
Jan Pearson, Associate Director for Safeguarding Children
Ian McKay, Head, Children, Young People and Women's Services
Sarah Rolfe, General Manager & Lead Nurse for Children & Young People
Sue Nichols, Named Nurse for Safeguarding Children and the Safeguarding Children Team
Layla Al-Nakib, Named Doctor for Child Protection
Tatenda Chigodora and Agnes Adentan, Integrated Team Managers for the School Nursing & Health Visiting Service
School Nurses & Health Visitors (as per the Global Distribution Lists)

Name:
Job Title:
Service
Comments:

Name:	Comments returned on:

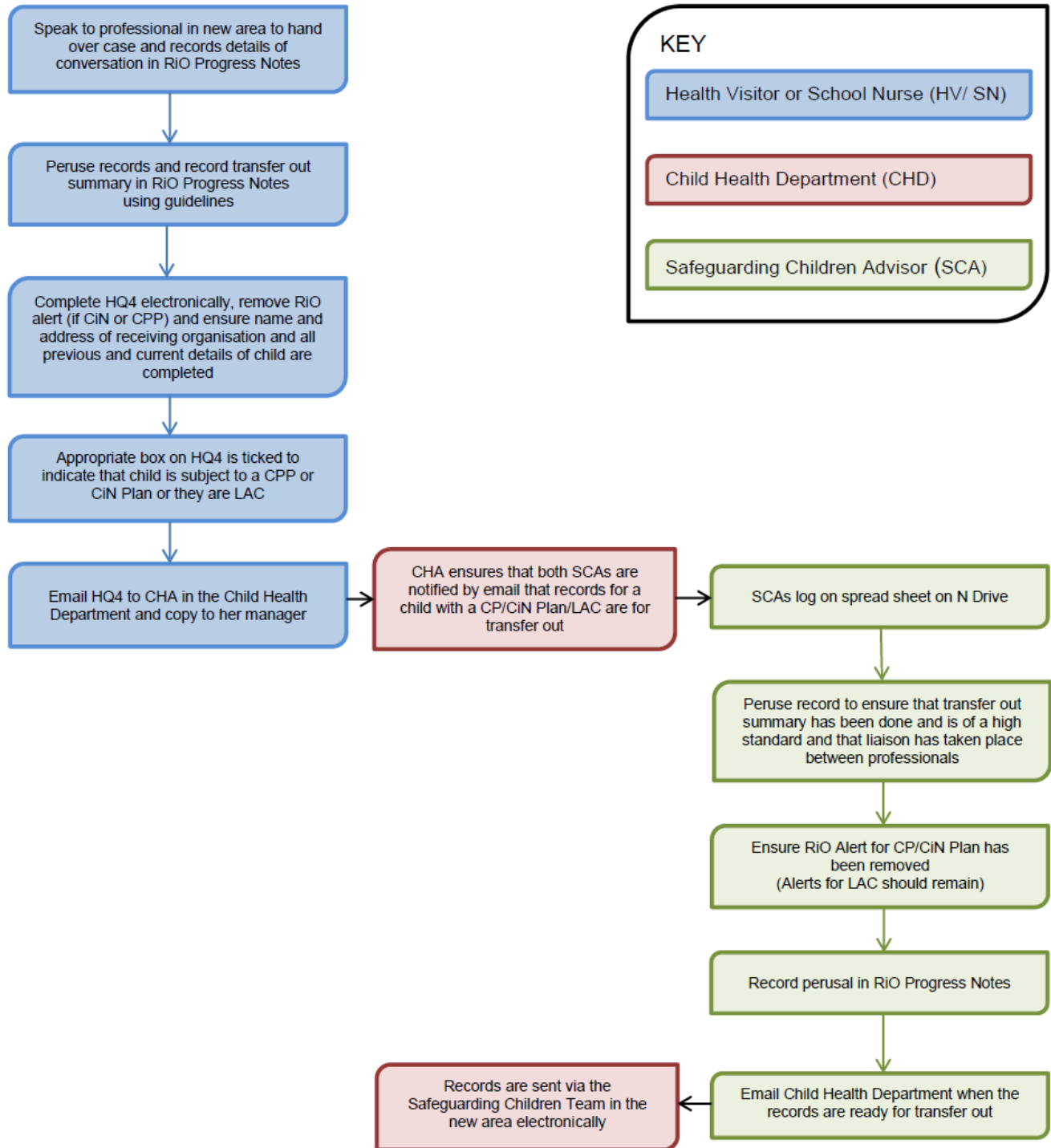
PROCESS FOR TRANSFERRING RECORDS IN



KEY

- Child Health Administrator (CHA)
- Safeguarding Children Advisor (SCA)
- Health Visitor or School Nurse (HV/SN)

PROCESS FOR TRANSFERRING RECORDS OUT



Appendix D

Good practice guidelines for writing a summary for the transfer of records for children with a Child Protection Plan, Children In Need, Vulnerable Children and Children in Care

Use the following headings and include the following information:

1. Brief history of previous concerns including

- Previous registration / CP Plan
- Family and environmental factors
- Parenting capacity
- Parental mental health issues
- History of domestic violence or substance misuse
- Any previous care orders
- Any other information which you feel is relevant

2. Current concerns:

- CP Plan status
- Any care orders or outstanding court dates
- Parenting capacity
- Parental mental health issues
- Current domestic violence or substance misuse
- Family and environmental factors

3. Current professional involvement:

- Names of key workers involved
- The agency that they work for
- Their contact details

4. Future care plan:

- Dates of upcoming CP conferences, CIC reviews, family conferences
- Outstanding immunisations
- Outstanding health reviews
- Current health need/s

5. Details of new Health Professional (School Nurse or Health Visitor)


- Name, designation, address & telephone number
- Date of verbal handover
- Name of PCT and address of Child Health Records Department
- Name and address of Named Nurse for Child Protection

6. Your details

- Name, designation, address & telephone number

It may be helpful for the professional receiving the records if the above headings are used.

Appendix E

HQ4 To be completed for all records to be transferred out of Newham Please complete in full		East London  NHS Foundation Trust		
Tick as appropriate	<input type="checkbox"/> Currently subject to a Child Protection Plan <input type="checkbox"/> Currently subject to a Child in Need Plan <input type="checkbox"/> Currently a Looked After Child			
<input type="checkbox"/> Record request <input type="checkbox"/> Record to be transferred				
Date				
To				
Address				
From				
Address				
Name and address of Child Health Department for new health organisation (external transfers only)				
Family name	First name	Date of birth	M/F	NHS number
Current information				
Address				
GP				
School Nurse / Health Visitor				
GP				
School				
Previous information				
Address				
GP				
School Nurse / Health Visitor				
GP				
School				

Appendix F

Change of Health Professional Form

From		
Name	Designation	Base

To		
Name	Designation	Base

I wish to inform you that the health professional/s for the child / family identified below has changed.

Family name	First name	DOB	Address	Nursery / School

The name of the new health professional(s) is/are:		
Name	Designation	Address & telephone number

Date change effective from:

Key workers name (if appropriate):

Name and designation of professional completing form:

Signature	Date:
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Date	Safeguarding Children Team Community Health Newham Specialist Services Directorate East London NHS Foundation Trust Warehouse K (Unit 2), 2 Western Gateway, London E16 1DR Telephone: 020 7059 6582 Mobile: 078 6644 4189 Fax: 020 7059 6585 heather.hunter-whitehouse@eastlondon.nhs.uk heather.hunter-whitehouse@nhs.net
Details of receiving Named Nurse	

TRANSFER OF RECORDS FOR:

Surname	First name	Date of birth	NHS number
Current information			
Address	School	<input checked="" type="checkbox"/> School Nurse	<input type="checkbox"/> Health Visitor
Previous information			
Address	School	<input checked="" type="checkbox"/> School Nurse	<input type="checkbox"/> Health Visitor

Please find enclosed the Child Health Records for the child listed above.

Please note that it is the practice in Newham to include the transfer-out summary in the main body of the records – see RiO Progress Notes.

Please acknowledge receipt of these records by completing and returning the section below.

Thank you.

Yours sincerely

Safeguarding Children Advisor

CONFIRMATION OF RECEIPT OF RECORDS

Surname	First name	Date of birth	NHS number
Date records received		Receiving organisation	
Person receiving records		Designation	Signature

Please return this section to:
Safeguarding Children Team, Community Health Newham, Specialist Services Directorate, East London NHS Foundation Trust, Warehouse K (Unit 2), 2 Western Gateway, London E16 1DR to confirm receipt.