

# **Procedure for the Change of health Professional working with Vulnerable Children**

Community Health Newham Directorate

Date: March 2015

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Date ratified:	15 <sup>th</sup> April 2015
Name of originator/author:	Patricia Marius & Lacey Swann
Name of responsible committee/individual:	Paediatric Governance Group Community Health Newham
Circulated to:	All Community Health Services provided by East London NHS Foundation Trust services providing for children.
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Target audience:	Health Visitors, School Nurses, Safeguarding, Safeguarding Children's Team, and other health providers of community health Newham.

### Version Control Summary

Version	Date	Author	Status	Comment
2.0	March 2011	Heather Hunter-Whitehouse	FINAL	Reviewed as part of routine rolling programme
3.0	March 2015	Lacey Swann & Patricia Marius	FINAL	Reviewed as part of routine rolling programme

## Executive Summary:

<b>Title</b>	<b>Procedure for the change health professional</b>
Lead Director	Ian McKay, Head of Children, Young People and Women's Services, Community Health Newham
Sponsor Group	Paediatric Community Governance Group and Safeguarding Health Strategy Meeting
Purpose of document	To ensure good communication when there is a change in health professional and where it is known that other agencies are working with the child and family
Reference (author)	Safeguarding Children Team shared folder
Reference (network)	ELFT Intranet
Status	Status
Author(s)	Patricia Marius & Lacey Swann
Circulated to	See Appendix 2
Date of approval by Sponsor Group	Paediatric Community Governance Group– Safeguarding Health Strategy Meeting–
Date of ratification by Health Governance Committee	15 <sup>th</sup> April 2015
Review Date	March 2018

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## **Introduction:**

- 1.1 Lessons learnt from serious case reviews and child deaths have shown that children in need and/or in need of protection are left vulnerable when communication and partnership working between professionals has not been effective.
- 1.2 It is essential that communication between professionals and agencies is maintained in order to safeguard the welfare of children.
- 1.3 This is a review of an existing procedure
- 1.4 This procedure has been put in place to ensure good communication when there is a change in health professional and/or where it is known that other agencies are working with the child and family.
- 1.5 It must be used where a child is known to social services or other external agencies and the health visitor or school nurse changes (e.g.; staff leaving, the family moving address or the child moving school).
- 1.6 It is also to be used by all health professionals where there are safeguarding concerns, to inform other professionals of any changes (e.g. discharge from services and therefore no longer actively involved in the care of the family).

### **General principles & Purpose:**

- 2.1 The aim of this procedure is ensure safe transition and continuity of care. To support staff in their day to day work, improve communication and promote safe outcomes for children.
- 2.2 The objectives of this procedure are to
  - Provide a clear process for informing colleagues who are working with a family when there is a change of health professional.
  - Provide the appropriate paperwork to implement this procedure.
  - To ensure that core members working with the family are kept up to date with either family or health professional changes.

### **Process:**

- 2.3 The change of health professional form (Appendix 3) must be completed where responsibility for care has been transferred to another professional or where the child has been discharged.
- 2.4 Where the child has a disability / chronic illness and there is a health key worker, then this must be identified on the form.
- 2.5 Ensure that a verbal handover has been given to receiving health professional.
- 2.6 Inform your current safeguarding supervisor that the child/children are no longer on your caseload.
- 2.7 Complete Appendix 3. This form must be sent to all professionals working with the family (e.g. social worker, general practitioner, health visitor, school nurse or therapist).
- 2.8 The form should then be uploaded onto RIO Documents and a record made in RIO Progress Notes that the form has sent out and has been uploaded.

Date: 13.03.15 (Sent via email)

Dear Colleague,

**Re: Procedure for the change of health professional working with vulnerable children**

Your comments on the attached draft document would be appreciated. Please see the attached document and either complete the form below or track changes and return to me by 20.03.15. A copy of this request has been sent to those listed below. If you know of anyone else that should be included in this consultation process, please forward it to them and let me know. Thank you for your input.

Yours Sincerely,

Lacey Swann & Patricia Marius

**Consultation list:**

Ian McKay, Head of Children, Young People and women's Services
Sarah Rolfe, General Manager & Lead Nurse, C&YPS
Diane Humphries, Assistant Group Manager, C&YPS
Agnes Adentan, Acting Named Nurse for Safeguarding Children
Fayrus Abusrewil, Named Doctor for Safeguarding Children
Kerry Read, Designated Nurse for Children in Care
Helena Jenkins Children's Therapies Manager
Omowunmi Adebayo, Acting Integrated Team Manager, Health Visiting Team
Tatenda Chigodora, Integrated Team Manager, Health Visiting Team
Mojisola Ogunsola, Integrated Team Manager, Health Visiting Team
Hazel Thomas, Integrated Team Manager, Health Visiting Team
Odilia Gamor, Acting Integrated Team Manager School Nursing
Nasim Patel, Child Health Information Manager
Rebecca Daniels, Practice Development Facilitator, Community Children's Nursing Service
Sophia Njiri, Operational Lead, Child Development Centre
Jan Pearson, Associate Director for Safeguarding Children ELFT
Reagender Kang, Designated Nurse for Safeguarding Children.
Linda Geddes, Named Professional for Safeguarding Children, Newham (Mental Health)

<b>Name</b>		
<b>Job Title:</b>		
<b>Service:</b>		
<b>Comments:</b>		
<b>Page</b>	<b>Section</b>	<b>Comment</b>

## **Appendix 2 - DISTRIBUTION LIST**

Ian McKay, Head of Children, Young People and women's Services

Sarah Rolfe, General Manager & Lead Nurse, C&YPS

Diane Humphries, Assistant Group Manager, C&YPS

Agnes Adentan, Acting Named Nurse for Safeguarding Children

Fayrus Abusrewil, Named Doctor for Safeguarding Children

Kerry Read, Designated Nurse for Children in Care

Helena Jenkins Children's Therapies Manager

Omowunmi Adebayo, Acting Integrated Team Manager, Health Visiting Team

Tatenda Chigodora, Integrated Team Manager, Health Visiting Team

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Hazel Thomas, Integrated Team Manager, Health Visiting Team

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Reagender Kang, Designated Nurse for Safeguarding Children.

Linda Geddes, Named Professional for Safeguarding Children, Newham (Mental Health)



**Appendix 3  
Change of Health Professional Form**

Current Health Professional		
Name	Designation	Base

  

Receiving Health Professional		
Name	Designation	Base

I wish to inform you that the health professional for this child/children identified below has recently changed.

Family Name	First Name	DOB	NHS No.	Address	School/ Nursery

**Names of other agencies working with the Child/Family.**

Name	Designation	Contact Details

Date change effective from:

**Name of professional completing this form.**

Signature.....	Date.....
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References:

*Department for Education (2013). Working Together To Safeguard Children. HM Government.*