

**Primary Care Directorate
 Newham Transitional Practice
 Safeguarding SOP**

Document Control

Version number :	1.0
Consultation Groups:	Practice Clinical Governance Group
Approved by:	Quality Assurance Group
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Senior Reviewer:	Dr Duncan Trathen
Implementation Date :	October 2023
Last Review Date	September 2023
Next Review date:	September 2026

Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
1.0			QAG	

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This document is to be used in conjunction with the safeguarding policy:

Policy

To access the safeguarding policy please click this link whilst on an ELFT network:

<https://www.elft.nhs.uk/intranet/teams-support-me/governance-and-risk-management/policy-management/trust-policies>

Responsibility

WHO IS RESPONSIBLE FOR SAFEGUARDING?

You are!!!



**Safeguarding is EVERYBODY'S
business.**

If you have a concern, REPORT IT!

Protect our data!
#bedatasafe



Data Protection Tips

 **ALL INFORMATION HAS A VALUE.**

All the information you work with has value, think before you take it home. If you need to dispose of it, do this securely (confidential waste / shred it).

 **ONLY SHARE DATA WHEN YOU ARE ALLOWED TO.**

There are many rules around sharing personal data. Be cautious when sharing data with others. Follow your companies policies, if you are not sure, ask.

 **KNOW WHAT TO DO IF YOU'VE HAD A BREACH.**

If you think you've made a mistake and it could have compromised personal data, make sure you report it immediately. This includes if it has happened outside working hours.

 **SENDING EMAILS, CHECK AND CHECK AGAIN.**

Many breaches occur due to an incorrect recipient or the wrong attachment document. Do not rush, check the attachment, check the intended recipient, then hit send.

 **NEVER LEAVE INFORMATION UNATTENDED.**

Always lock your computer in the office and at home. Never leave papers on your desk. If you are working on a train or at home, ensure others cannot see your screen.

Resources

Need help communicating?

The NHS must follow these **5 steps** if you have a **communication need** (eg. a BSL interpreter, language interpreter, or information in braille)



Domestic violence woman's aid and refuge

The Freephone, 24-hour National Domestic Abuse Helpline 0808 2000 247

Website - <https://www.nationaldahelpline.org.uk/>

Family Action
Family Action Head Office
34 Wharf Road
London, N1 7GR
Tel: 020 7254 6251

Rape Crisis

Help 24/7 with a 24 hour helpline

Email rcewinfo@rapecrisis.org.uk

Safeguarding and Information Governance Leads

Practice Name	Newham Transitional Practice
Our ELFT Information Governance (GDPR) Lead is:	Chris Kitchener
Our ICB Data Protection Officer is:	Sohifa Kadir, Interim IG Lead Nelondonicb.ig@nhs.net
Our ICB Information Governance Lead is:	Sohifa Kadir, Interim IG Lead Nelondonicb.ig@nhs.net
Our Local Safeguarding Lead is:	Dr Duncan Trathen
Our ELFT Safeguarding Adults Lead is:	Dinh Padicala - dinh.padicala@nhs.net - Associate Director for Safeguarding Adults and Domestic Abuse: 0208 121 5403
Our ICB Safeguarding Adults Lead is:	Belle Farnsworth Annabelle.farnsworth@nhs.net
Our ELFT Safeguarding Children Lead is:	Victoria Winfield-Brown – Victoria.winfield-brown@nhs.net - : Associate Director for Safeguarding Children: 07940001247
Our ICB Safeguarding Children Lead is:	Vacant
Our ELFT Caldicott Guardian Lead is:	David Bridle
Our Local Caldicott Guardian Lead is:	Dr Duncan Trathen

ARE YOU CONCERNED AN ADULT/CHILD IS AT RISK OF ABUSE OR NEGLECT

STAGE 1: CONCERNS What is an adult or child safeguarding concern?

An adult safeguarding concern is any worry about an adult who has or appears to have care and support needs that they may be subject to, or may be at risk of, abuse and neglect and may be unable to protect themselves against this.

What should I do to address the Concern?

Make an evaluation of the risk and take steps to ensure that the adult is in no immediate danger:

- Arrange any medical treatment;
- If a crime is in progress or life is at risk, dial emergency services – 999;
- Encourage and support the adult to report the matter to the police if a crime is suspected and not an emergency situation;
- Take steps to preserve any physical evidence if a crime may have been committed, and preserve evidence through recording;
- Ensure that other people are not in danger;
- Ensure your own safety as a priority;
- If concern relates to staff, refer to the staff allegation policy;
- Get support to think through next steps from line manager, operational lead, ward manager

Raise concern to the Local Authority where the concern occurred, not the Local Authority for where the service user ordinarily resides

Newham: Accessto.AdultsSocialCareTeam@newham.gov.uk
Newham MASH: MASH@newham.gov.uk (02033733142)
Tower Hamlets: adultcare@towerhamlets.gov.uk
Tower Hamlets MASH: mash@towerhamlets.gov.uk (02073643444)
City and Hackney: adultprotection@hackney.gov.uk
City and Hackney FAST: 02083565500

If a response is not received it is the responsibility of the referrer to follow up the outcome of the concern by contacting the Local Authority Safeguarding team.

For ELFT staff who need support/advice about any Safeguarding concerns. Please contact the Named Professional for Adult Safeguarding:

Dinh Padicala - dinh.padicala@nhs.net - Associate Director for Safeguarding Adults and Domestic Abuse: 02081215403

James Thomas - james.thomas44@nhs.net - Named professional for safeguarding children (Tower Hamlets): 02081215358 / 07341789596

Cheneka Murray – Cheneka.murray@nhs.net - Named professional for safeguarding children (City and Hackney): 07435733991

Suzaan Jenkinson – Suzaan.jenkinson@nhs.net - Named Professional for Safeguarding Adults (Bedford and Central Beds): 01234316716 / 07775 002926

Dermott Flynn – dermott.flynn@nhs.net - Named Professional for Safeguarding Adults (Luton): 01234316716 / 07775027164

Emma Crivellari - emma.crivellari@nhs.net - Named professional for Safeguarding Adults (Newham): 07789877158

Tony Alston - tony.alston@nhs.net - Named professional for Safeguarding Adults (Bedfordshire): 07920075744

For ELFT staff who need support/advice about any Safeguarding concerns. Please contact the Named Professional for Child Safeguarding:

Victoria Winfield-Brown – Victoria.winfield-brown@nhs.net - : Associate Director for Safeguarding Children: 07940001247

Gurinder Lall – gurinder.lall@nhs.net - Named professional for Safeguarding Children (Tower Hamlets): 07908194436

Catherine Jordan – Catherine.jordan2@nhs.net - Named professional for Safeguarding Children (Luton): 07733124587

Maura Hubbard – maura.hubbard@nhs.net - Named professional for Safeguarding Children (Newham): 07867177225

Bev Heredge – bev.heredge@nhs.net - Named professional for Safeguarding Children (City & Hackney): 07721237802



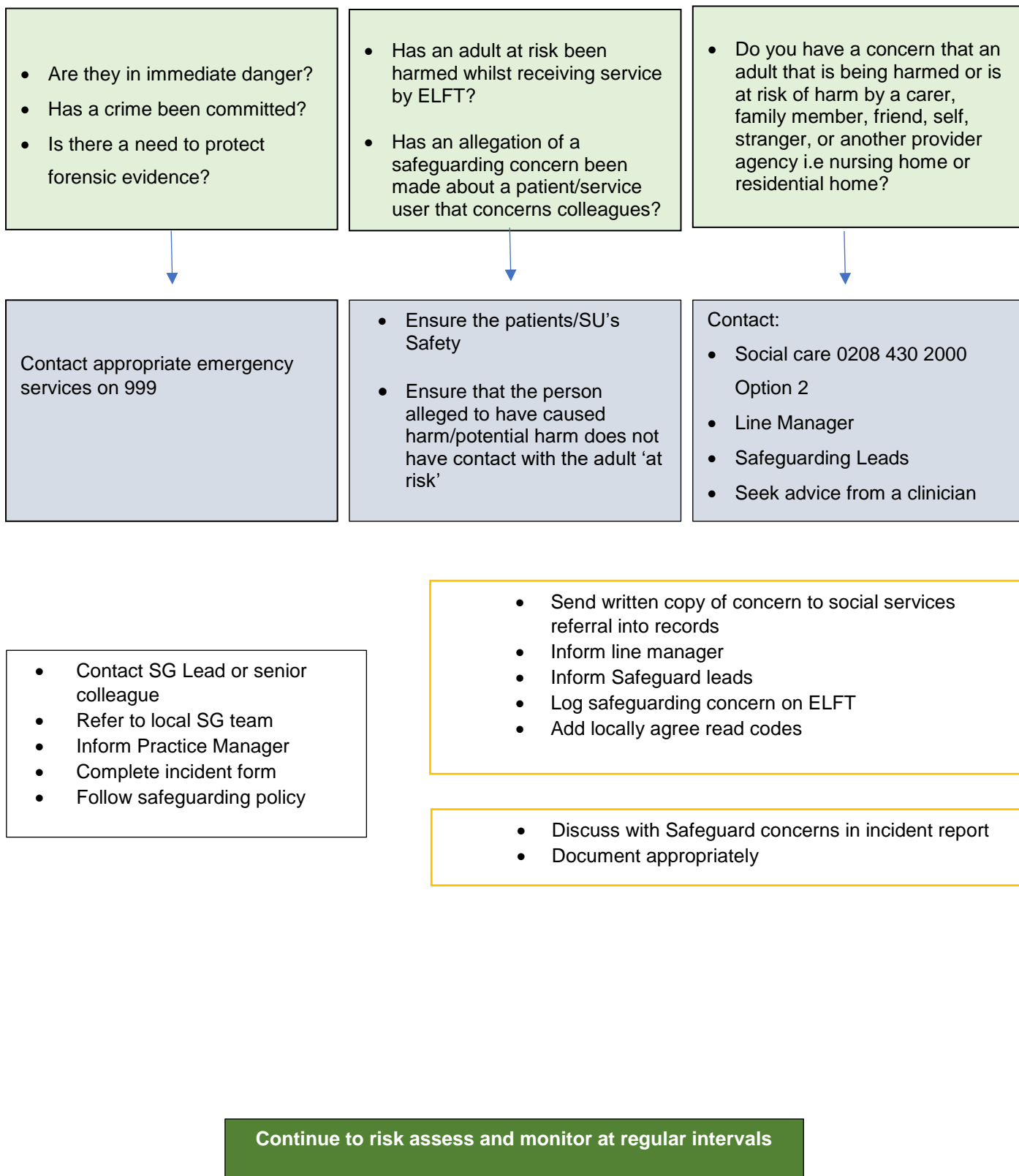
2023 NEL GP SG
Contacts July 23 v10.0



2023 NEL GP SG
Handbook July 23 v10.0

Is there a safeguard concern for an adult at risk of harm?

Referral process



Adult Safeguarding Referral Process



Following up the referral with the Local Authority will be the responsibility of the clinician

Child Referral Process

**Is there a safeguard concern for
a child at risk of harm?**

Referral process

Where a young person discloses abuse or neglect

- Listen, take their allegation seriously, and reassure that you will take action to keep them safe
- Inform them of what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Discuss concerns with practice safeguarding lead. If unavailable advice can also be sought from Newham Social Services 0208 430 2000 option2 or the ELFT Named Professional for Children Maura Hubbard maura.hubbard@nhs.net 07867 177225

If you're still having concerns raise a referral:

https://newham-self.achieveservice.com/service/Report_abuse_or_neglect_of_an_adult

Child Safeguarding Referral Process



Following up the referral with the Local Authority will be the responsibility of the clinician

10 Important rules for information Governance

- Treat all personal confidential data carefully and follow “need to know” principles
- Use your own password when logging onto computers and only save information in secure locations that are provided
- Keep your smart card secure and don't lend it to anyone
- Lock your computer when it's not in use
- Always follow sending and transferring information securely procedures
- Keep your desk clear and secure ALL confidential information when you leave your desk
- Record and report ALL information related incidences
- Contact your Caldecott guardian of information and governance lead before sharing confidential data with external organisations where no sharing protocol exists
- Remember YOU are RESPONSIBLE for what you do!
- If in doubt, ask a senior lead or manager

For further information, contact your local Caldecott Guardian