

How to Complete Safeguarding Information

It is important that safeguarding information is completed and input into BadgerNet to ensure communication between all areas. Please see below the user guide to ensure all documentation is completed. This is applicable for antenatal and postnatal safeguarding referrals.

Booking

At booking, it is important that all social tabs are completed within the booking form. The information that is mandatory is as follows:

1. Routine Enquiry (domestic abuse screening)

The questions contained in this form should only be asked when the woman is on her own. There is an 'unable to ask' option, which should be selected if the woman has anyone accompanying her at the booking appointment. If you log this as 'unable to ask' it will drop into the 'things to do' tab for you to ask at the next contact.

2. Confidential Data

Complete all **Female Genital Mutilation** questions within the form. If the woman answers yes to any of these questions, then additional questions, including the Department of Health risk tool, will display. Please complete the additional questions and risk assessment in full. If FGM is identified, ensure you complete an FGM referral to send to the safeguarding lead midwife.

FGM Identification and Referral

If a woman is identified as having FGM at booking or at any point during pregnancy, ensure that this referral is sent.

How to complete FGM Referral?

- Select referral to: **FGM Midwife**
- Complete role of referrer: **Midwife**
- Complete contact number of referrer
- Complete referral accepted by patient
- Complete **'Reason for Referral' – Notification of FGM**
- Complete **'Additional Notes'** if you want to add any relevant information
- To send the referral:
 - o Go into the reports section, click on **FGM Midwife referral**, click 'confirm and send' in the top right-hand corner, select the email address already pre-

populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

- Continue to send separate local safeguarding referral if required

3. Social Issues (Not social update)

Complete this form in full, including sexual exploitation information. All of the questions covered in this form must be asked at each booking appointment to assess if there are any safeguarding concerns.

4. Actions

Please ensure you complete the **PLAN** in the action section if you have identified any concerns. If the concern does not require any action – please document this within the plan. Detail here if you have made any referrals such as a safeguarding referral.

5. Additional Notes

In this section, you can detail the summary of any concerns in brief and any other relevant information. Ensure that No is selected for “Override yellow social flag” as we always want this to be shown if there is a cause for concern. It is a quick way for someone being able to see if there are any social issues on a record.

Additional Notes

Additional Notes

Override show/hide of yellow Social Flag No Yes - Show Yes - Hide

Summary of Concerns

6. Yellow Flag

This flag will be displayed on the record in the top right-hand corner when any cause for concern has been identified. When this is clicked into, it will show the social tab and the reason why this concern has been flagged as a quick overview.



Safeguarding Midwife Referral

All women identified as having a cause for concern must be referred to the safeguarding midwife. It has been agreed that any mental health problem (unless severe) does not need to be referred but follow other procedures for this such as informing the specialist mental health midwife via the ***Perinatal Mental Health Referral***.

How to complete Safeguarding Midwife Referral

- Select referral to: **Safeguarding**
- Complete role of referrer: **Midwife**
- Complete contact number of referrer
- Complete referral accepted by patient
- Complete **'Reason for Referral' –Social issues identified at Booking**
- Complete **'Additional Notes'** (if any additional information is required)
- To send the referral:
 - o Go into the reports section, click on safeguarding referral, click 'confirm and send' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Ensure that within the notes that you have stated if you are doing a local safeguarding referral so this can be seen clearly.

Local safeguarding referral

If the referral needs to be sent to Newcastle City Council, then this must still be made through the website using the below form or the trust intranet. Please ensure that the Safeguarding Midwife Referral is completed in addition to this.

<https://nccportal.newcastle.gov.uk/forms/referral/professional>

This will then need to be uploaded to the woman's record. This will ensure it is promptly available for all people using the record. This will be done by safeguarding admin. Please ensure you upload this form as normal to the shared safeguarding drive.

Social Tab

The social tab on the left-hand side when the record is opened details all the information around safeguarding as an overview. It is interactive and clicking within any of the forms will load up the information where it was input. It will also allow you to update the social assessment, complete a social update and edit the confidential data if necessary.



Below is an overview of how the social tab will look when all the relevant information is collated together. This is the best area to see all social information in order.

Social

Summary Correspondence Notes

Social Assessment

Best start in life: Ready to succeed

Update Social Assessment Social Update Confidential Data

Social Issues +

Date and Time Recorded 07 Nov 22 at 10:46

Details Partners previous child

Does your current partner have any other children? Yes

If Yes, provide details and who looks after them Cared by dad

Plan Information gained from partner. Partner now has full parental care of the child and no involvement from its mother.

Reports

Social Issues Report

Child Birth/Discharge Plan +

No social birth plan notes recorded.

Social Updates

Social updates will need to be completed within BadgerNet if there is any information provided by social workers or from meetings you have attended. All of this can be accessed through the “social updates” tab below.

Update Social Assessment **Social Update** Confidential Data

Date and Time 07 Nov 22 at 10:47 Gestation 10weeks, 1days

Safeguarding Referrals

Forms Completed Safeguarding Referral to LSCB

Safeguarding Referral to LSCB

Meeting

Type of meeting attended

Date and time of meeting at

Outcome of meeting

Safeguarding Supervision

Safeguarding supervision session attended Yes No

Update

Social Notes

It is important to document what type of meeting you have attended, for example, an initial case conference, review conference, a child in need meeting, supervision, GP meeting, etc. Once you have input these details you can give an overview of the meeting and the plan.

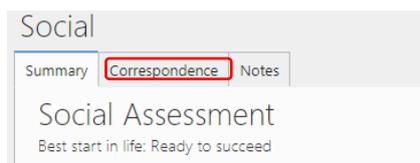
– Meeting

Type of meeting attended	Initial Child Protection Case Conference
Date and time of meeting	07 Nov 22 at 11:03
Outcome of meeting	Attended initial ICPC. Concerns identified around previous social care involvement with children and child removed. Risk 1 Risk 2 Plan X, Y, Z

Updates and follow-up meetings can also be added within this social update tab to complete the timeline.

Social Correspondence

This tab is especially important for adding additional professionals such as social workers, drug and alcohol workers, mental health workers etc.



Social

Summary **Correspondence** Notes

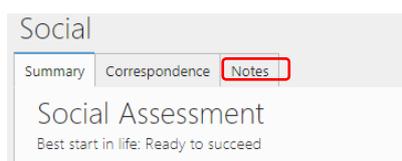
Social Assessment

Best start in life: Ready to succeed

This tab will also give an overview of all referrals sent, all scanned documents, lead professionals of care and other contacts.

Social Notes Timeline

The full chronology of social events, meetings and updates can be accessed within the social notes tab.



Social

Summary Correspondence **Notes**

Social Assessment

Best start in life: Ready to succeed

Informing the Safeguarding Midwife of Updates and Meetings

When you have completed the above documentation for social updates, it is important that you inform the safeguarding midwife. Previously, you would have uploaded this to the shared drive. However, you will now need to send a report. To do this, you would go into **“Reports”** on the left-hand tab within the record. You then choose **“Clinical Reports”**. Scroll down to **“Social Reports”** and you can now see your new update on the **“Social Issues report”**. Click **“Confirm and Send”** in the top right and this can be sent to the safeguarding midwife.

Informing the Health Visitor of Updates and Meetings

We will now be informing the health visitors of all social updates. Please ensure that you also click to send the clinical report to the health visiting email as above.

Social Telephone Communications

If you complete a telephone communication regarding social concerns or with social workers, please ensure you log the reason for the call as “**Social Issues**”. This is important to ensure that it falls into the social tab and social documentation timeline.

Informing Safeguarding midwife of birth

Please ensure that you create a social update to say the woman has delivered and what the actions are. For example (informed the duty team, arranged discharge meeting). Please then send a social report to the safeguarding midwife's team (detailed above). This will ensure they are made aware of the birth.

If you require any further support or training please email
Nuth.badgernetmaternitysupport@nhs.net



Safeguarding Checklist

- Find woman using NHS number
- Complete Social and Confidential tab
- Complete Routine Enquiry
- Complete FGM questions
- Complete Medical Issues
- Complete Social Issues
- Complete Other issues
- Complete Actions
- Specify Plan within Actions
- Ensure if no concerns to write this within the plan section
- Complete Sexual Exploitation questions
- Add any additional notes if required
- Complete brief summary of any concerns
- Detail if any Safeguarding Referral forms have been completed (LSCB)
- Send Safeguarding Midwife Referral if any cause for concern (not including mild mental health conditions) identified
- Send FGM referral if FGM identified
- Complete local safeguarding external referral if required
- Ensure this is uploaded to BadgerNet by putting it into the shared safeguarding drive

If you require any further support or training please email
Nuth.badgernetmaternitysupport@nhs.net