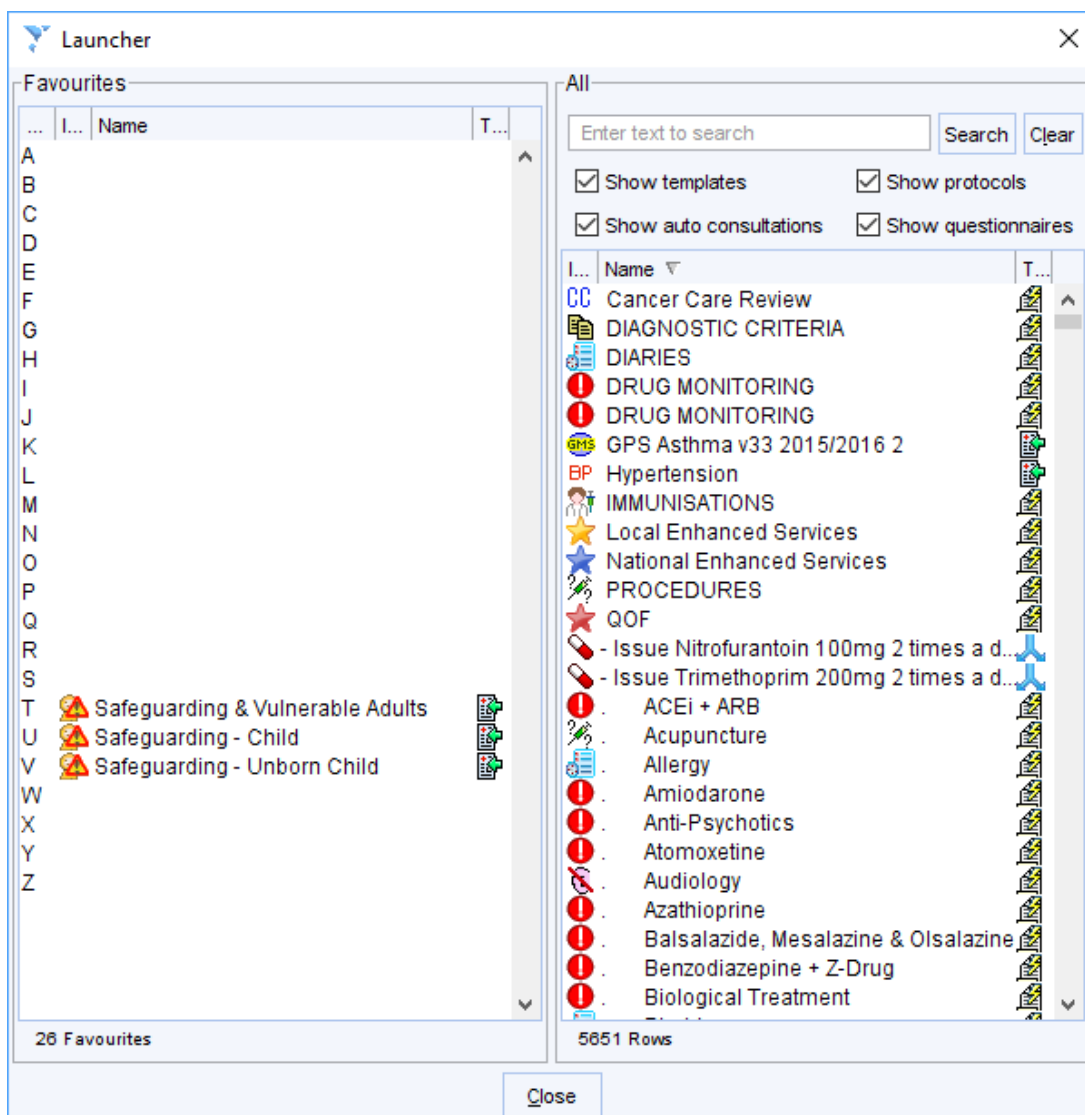


## Ardens – Safeguarding Templates

### Templates

For quick access to the templates add them to the left hand side of your personal 'F12' Favourites list



They can also be found under the Auto-consultation>CONSULTATIONS M-Z

Once opened you can record any safeguarding relevant information in the available tick boxes, drop downs and links to other related templates.

For example, under the impressions section and 'Concerns' you can record if the patient is a safeguarding concern (these will then link to the patient status alerts mentioned on Page 7)

### Safeguarding and Vulnerable Adults

## Safeguarding Child

Cohabitee risk assessment  Find Co-habitants...

**Impression** Concerns  Family

**Management** Plan

Child is cause for safeguarding concern (XaZJs)  
Child no longer safeguarding concern (XaYZ3)

## Safeguarding Unborn Child – To be used on the mothers record

**Impression** Concerns

Protection plan

Unborn child is cause for safeguarding concern (XaaNV)  
Unborn child no longer cause for safeguarding concern (XaeDc)

## Change Privacy

To change the privacy of the consultation you are recording click on the 'Change Privacy' Action button. This will allow you to change the privacy setting as required –

ty discussed  Change Privacy Recd

to. recorded  Police Activity Care

Question

Select the privacy level you want to change the current event to.

**Public** – Part of the shared record - visible to all caring organisations.

**Private** – Not part of the shared record - users in your organisation can see the entry, however, it is not visible to any users outside your organisation, even if the patient has consented to share out.

**Safeguarding Relevant** – Only visible to users with 'view safeguarding information' access rights within or external to your organisation (if sharing in place).

To add access rights, go to Setup>Users & Policy>Staff & Organisation Setup>Amend Staff>Access Rights.

## Safeguarding Information Node

You can also record information in the TPP 'Safeguarding information' node. Any information recorded in here will be available to all SystmOne organisations irrespective of the patients sharing consent (only users with the 'View safeguarding information' access right will be able to see this information).

This node may need to be added to the clinical tree but maybe useful (even if you don't enter any information in this way) in order to view anything recorded elsewhere (This information is only visible in the safeguarding node and is **not visible** in the Tabbed Journal).

The image shows two screenshots from the SystmOne software. The top screenshot is the 'Safeguarding & Vulnerable Adults - Review' page. It features a navigation bar with 'Review', 'Concern', 'Risk Assessment', and 'View'. Below this is a table of assessment options:

<b>Assessment</b>	Confidentiality discussed	<input type="checkbox"/>			Change Privacy		Record Safeguarding Informat...		Domestic Violence & Abuse
	3rd party info. recorded	<input type="checkbox"/>			Police Activity		Care Teams & Relationships		Med3 & Letters
	Review	<input type="checkbox"/>			DNA Adult				

The 'Record Safeguarding Informat...' button is highlighted with a red box. Two black arrows point from this button to the 'Safeguarding Information' dialog box shown in the bottom screenshot.

The 'Safeguarding Information' dialog box has the following fields and options:

- Event date: 14 Jun 19, 12:06
- Patient is currently on child protection plan
- Reason for Plan: [Searchable dropdown menu]
- Source: [Dropdown menu]
- Organisation Name: [Text field]
- ODS Code: [Text field]
- Telephone Number: [Text field]
- Comments: [Text area with 'Please enter comments here.']
- Presets: [Button]
- Buttons: Ok, Cancel

The dropdown menu for 'Reason for Plan' is open, showing the following options:

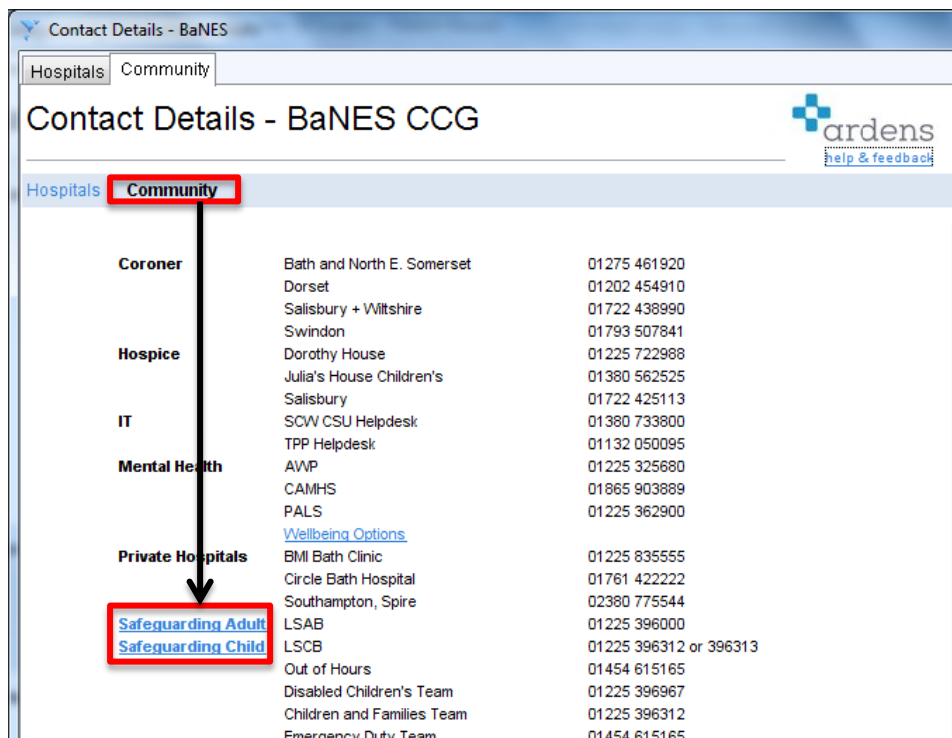
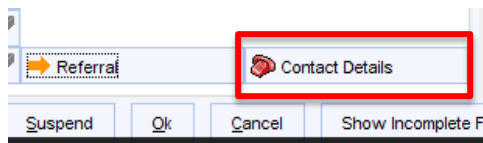
- Emotional abuse
- Physical abuse
- Neglect
- Sexual abuse
- Select Another Option...
- Configure List...
- Manage Favourites...

If in a child's record this also allows you to record if the patient is on a child protection plan.

## Local BaNES Information

Local BaNES information and details can be found in the 'Community' page of the 'Contact Details' template.

Click on the Safeguarding Adult or Safeguarding child hyperlink to be taken to the BaNES CCG website

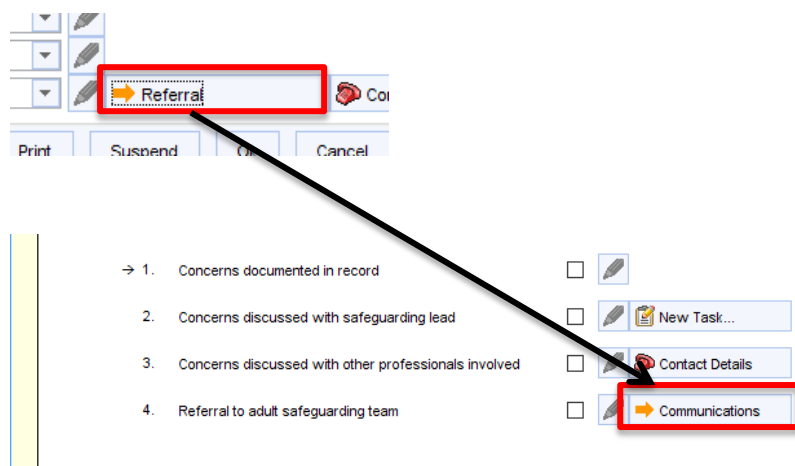


A screenshot of the 'Contact Details - BaNES CCG' page. The page has a header with 'Hospitals' and 'Community' tabs. The 'Community' tab is highlighted with a red box. Below the tabs, there is a list of services and their contact numbers. A black arrow points from the 'Community' tab down to a red box containing two links: 'Safeguarding Adult' and 'Safeguarding Child'.

Category	Service	Contact Number
<b>Coroner</b>	Bath and North E. Somerset	01275 461920
	Dorset	01202 454910
	Salisbury + Wiltshire	01722 438990
	Swindon	01793 507841
<b>Hospice</b>	Dorothy House	01225 722988
	Julia's House Children's	01380 562525
<b>IT</b>	Salisbury	01722 425113
	SCW CSU Helpdesk	01380 733800
<b>Mental Health</b>	TPP Helpdesk	01132 050095
	AWP	01225 325680
	CAMHS	01865 903889
	PALS	01225 362900
<b>Private Hospitals</b>	<a href="#">Wellbeing Options</a>	
	BMI Bath Clinic	01225 835555
	Circle Bath Hospital	01761 422222
	Southampton, Spire	02380 775544
	LSAB	01225 396000
	LSCB	01225 396312 or 396313
	Out of Hours	01454 615165
	Disabled Children's Team	01225 396967
	Children and Families Team	01225 396312
	Emergency Duty Team	01454 615165

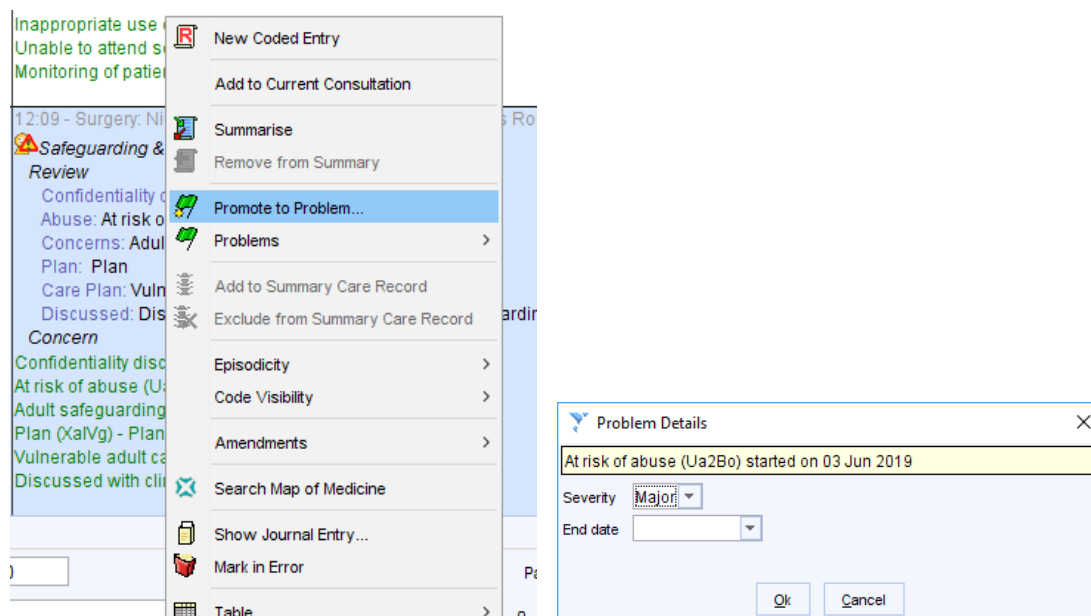
## Referrals

You can record and create a referral by opening the 'Referral' template and then the 'Communications' template.



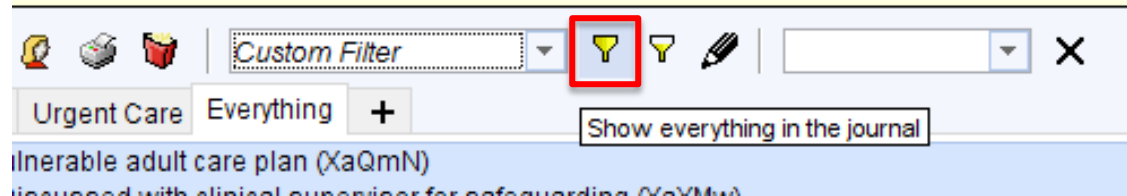
## Problems and Summary

It is not possible to promote a read coded entry into a problem from within the template itself. The easiest way to do this is to find the green read coded entry in the tabbed journal after you have finished completing the template. Right click on the required code where you can then promote it to a problem or summarise as required.



If you can't see the green entry you may have a tabbed journal filter on that needs removing – The quickest way to do this is to click on the 'yellow funnel' icon ('Show everything in the journal').

Results after any applied filtering. This does not include results from consultations in collapsed mode. You can change this by going to User > User Preferences > Patient Record > New Journal and disabling the 'Show everything in the journal' option.



## Patient Status Alerts

There are potentially two alerts that will show under the patient's demographics box (if you do or do not have 'safeguarding access rights').

These are triggered by certain specific codes or information entered into the safeguarding information node.



= On Protection Plan or Vulnerable



= Concern, Previous or Possible Concern, Family Member Concern, Previous Plan or Previously Vulnerable

## Further Information

Further information can be found by clicking on the 'Help and Feedback' link in the top right of the template.

