

# Child Protection Information Sharing (CP-IS) Guidance for Social Care Practitioners

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## Introduction

The Child Protection Information Sharing project (CP-IS) is being implemented nationally by Health with Local Authorities and connects Children's Social Care IT Systems with those used by the NHS in unscheduled care settings.

CP-IS is the bridge for information to flow between the NHS and the Local Authority to provide better care and earlier intervention for children who are considered 'vulnerable and at risk'. It allows the NHS, via their own systems, to check if a child who attends an unscheduled care setting has a Child Protection Plan (CPP) or is a Local Authority Child in Care (CiC). This includes Unborn Babies subject to a Child Protection Plan.

Every time the NHS checks for this information, a notification is sent to the child's file to show that the record was accessed. This will enable earlier identification of where a child is being moved across local boundaries to access medical care and facilitates cross-agency work to prevent this.

Records are matched between health and social care systems using NHS numbers as the key identifier therefore this requires accurate NHS numbers being recorded on a child's record. Other key identifiers are the child's legal name and their date of birth. If any of these identifiers do not match the information held on the NHS spine an error message will be created. Please note that for an Unborn Baby, CP-IS will use the expectant mother's NHS Number therefore it is important to record this information accurately. NHS numbers can be recorded manually on Mosaic, however, it is intended that new NHS numbers will be uploaded by LCC Performance Team on a weekly basis.

**CP-IS does not replace the requirement for health professionals to refer new concerns via the usual referral route into the Local Authority.**

## Unscheduled Care Settings

NHS unscheduled care settings who will be able to see the information include:

- emergency departments
- walk-in centres
- minor injuries units
- out of hours GPs
- paediatric wards
- maternity units
- ambulance services.

As of July 2021 all unscheduled health settings and Local Authorities are set up with CP-IS.

CP-IS will provide the following benefits:

- Medical staff can see via their system if a child they are treating is subject to a Child Protection Plan or is being Looked After by a Local Authority;
- Health professionals will see this information regardless of the Local Authority where the plan was created or updated;
- Local Authorities can see where, when and how often, a child in their care or subject to a Child Protection Plan has made an unscheduled visit to the NHS through Emergency Departments, Minor Injury Units and other settings across the UK; and

- CP-IS makes it possible to share information between Health and Local Authorities at both a Local and National level.

## Child Protection Information Provision

Whenever a record is updated by the Children’s Social Care teams, it triggers an automatic update of the CP-IS service regularly throughout the day which subsequently provides NHS healthcare workers with the latest CP/ LAC status for a child. The Children’s Social Care team update, will either;

- Give new CP/ CiC information for a child
- Update any existing CP/ CiC information already held within CP-IS.
- Give notification to remove the CP/ CiC information held within the CP-IS service

## What the Health Worker will see

Through the CP-IS service, CP/ CiC information is available to NHS healthcare workers who have the appropriate permissions. This will enable NHS healthcare workers to immediately verify the child protection or child in care status of a child and:

- qualify/validate any concerns about a child’s welfare
- highlight any child protection information to support a diagnosis or treatment and also trigger any safeguarding conversations with the appropriate LA
- quickly identify which Local Authority to contact in any follow up discussions

The NHS healthcare worker will also be able to see details of any previous access requests including the following:

- when the child’s record was accessed
- which NHS healthcare worker accessed the CP/ CiC information
- from where the child’s record was accessed

This enables professionals to consider any implications for that child - especially where frequent attendances have been made, or if the information has been accessed at several different locations.

A typical screen will look like this to the healthcare worker:

Donotuse XXTESTPATIENT-TAIX DoB 05-Apr-2015 Female NHS 999 050 2552 GP Practice Y90001  
 Address c/o HSCIC TEST DATA MANAGER, Solution Assurance, 1 Trevelyan Sq, Boar Lane, LEEDS, West Yorkshire, UNITED KINGDOM, LS1 6AE

Patient Details Child Care Alert

**Current Child Protection Information**

Type of Plan	Start Date	End Date	Responsible Local Authority	Emergency Duty Tel Number	Office Hours Tel Number
Looked After Child	10-Mar-2018		Lincolnshire County Council	tel:01522782333	tel:01522782111

**Child Protection Information Previously Viewed By**

This table outlines the date, healthcare worker and care organisation where a child's protection plan or looked after child's status has been accessed. Please note the information viewed is not necessarily the same as the current information shown above, as the Child Protection Information may have changed over time

Date & Time	Viewer's Name	Role	Organisation
22-Mar-2018 14:55	Mr Rauf	Systems Support Access Role	NHS CONNECTING FOR HEALTH
21-Mar-2018 15:19	Mrs Snape	Systems Support Access Role	NHS CONNECTING FOR HEALTH

## Notifications to Social Care Practitioners

Whenever the CP-IS service has been accessed, a notification will be sent back to the child's file in Mosaic. The notification will contain the following information:

- Details of the child
- When it was accessed
- Who accessed it
- From where it was accessed,

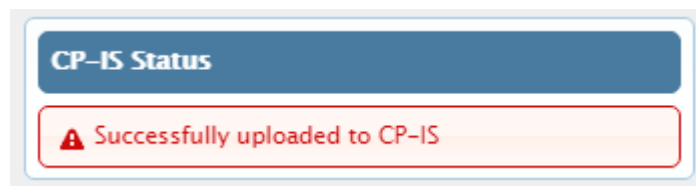
The CP-IS notification will advise that a child with child protection or child in care information had been seen within a clinical setting, potentially from any unscheduled care setting within England. The CP-IS service doesn't explain why information was accessed. It simply shows that it has been.

Although an isolated incident may not be of concern, the intention over time is to build a picture of all the times that an NHS healthcare worker has had cause to look at that record. This may identify multiple attendances across a wider geographic area, within a short period of time, which may raise concerns.

Any current communication channels between health and social care teams will continue as per current procedures, e.g. picking up the phone and sharing and recording any information where applicable.

## How CP-IS Access Notifications will work in Mosaic

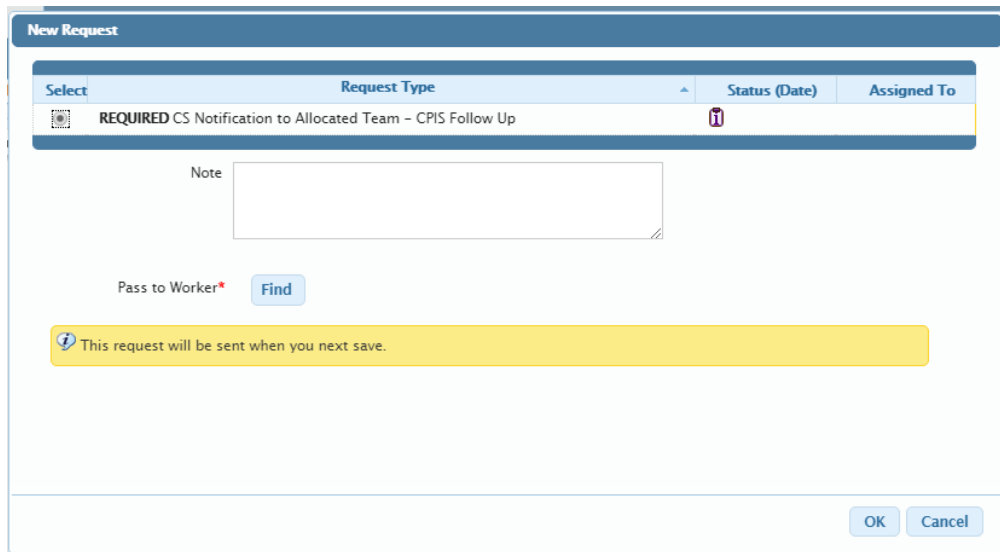
When a child's details have been uploaded to CP-IS, the CP-IS Status banner (illustrated below) will display below the Current Work on the Person Summary page.



CP-IS functionality has been configured in Mosaic so that when a Health professional has queried if a child is subject to a Child Protection Plan or is a Child in Care in Lincolnshire, the CP-IS notification automatically generates a 'CPIS Follow Up' step which is sent to a CP-IS Virtual Worker and includes the information shown below.



These notifications are managed by the Safeguarding Admin Team who will open the step and send a Clipboard notification ' **CS Notification to Allocated Team – CPIS Follow up** ' to the child’s Key Worker to review the information.

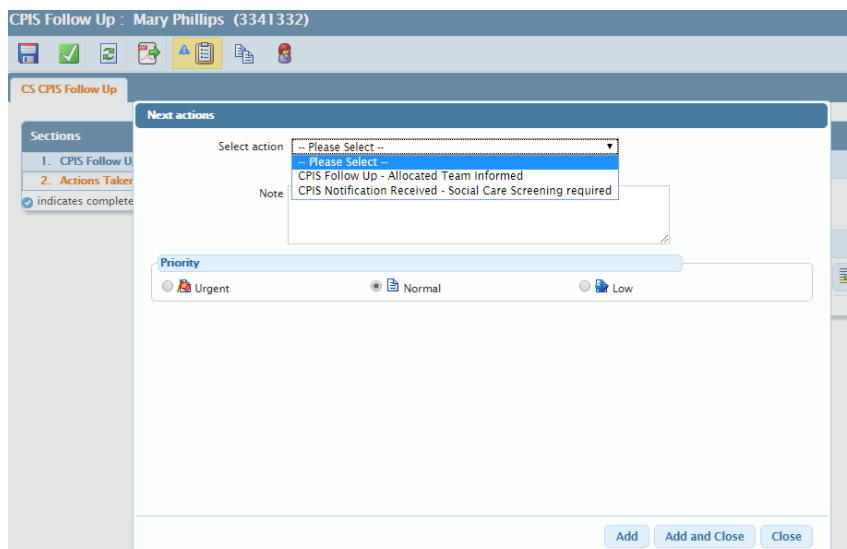


On receipt of a CP-IS notification task, the Key Worker must follow up with a telephone call or visit to the family to assess the significance of this information. This contact should be recorded using the ' **CP-IS Follow Up Contact** ' case note or if a visit using a ' **CP / CiC visit** ' step. Case notes must be made to reflect decisions to act or not when processing the notification.

Safeguarding Admin Team monitor the inbox and process the notifications at regular intervals between the hours of 9.00am – 5.00pm Monday – Friday.

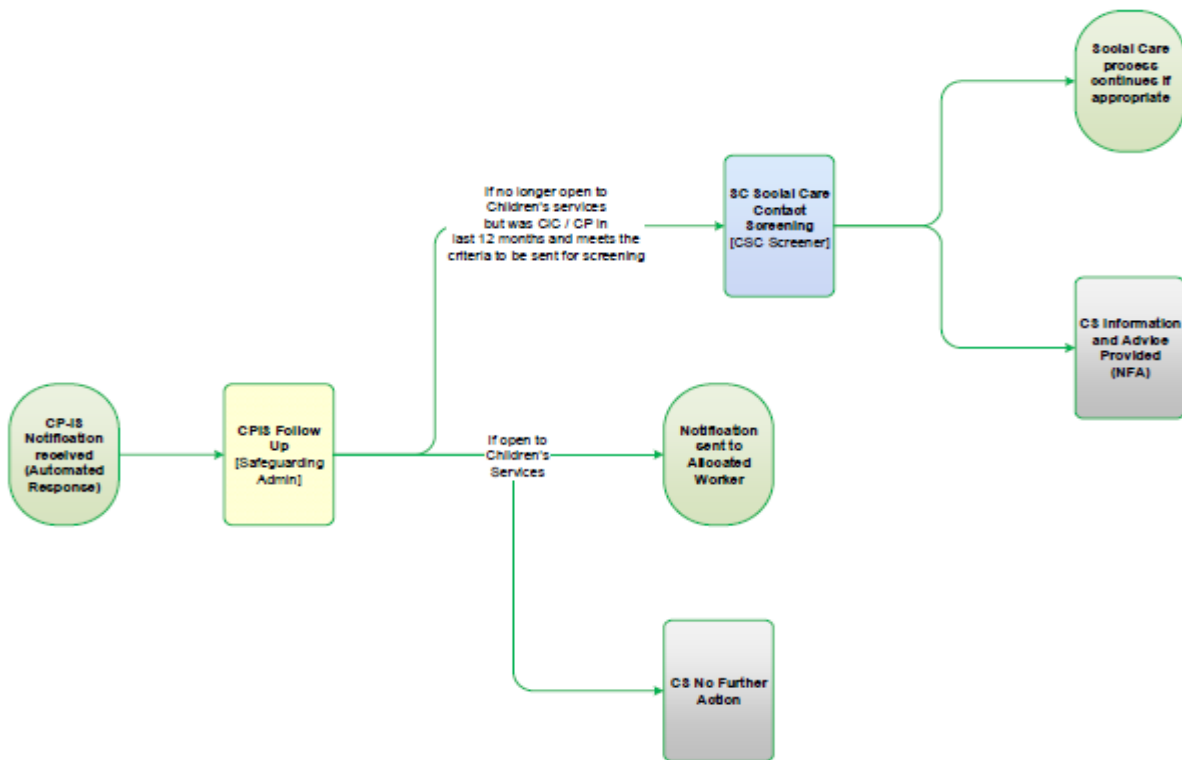
**This box will not be monitored throughout the weekend and it is the responsibility of Health professionals to refer any concerns via the usual method.**

If the child/young person is currently open to a team, once the Clipboard Notification has been sent to the Key Worker, a next action of CPIS Follow Up – Allocated Team Informed will be added by the Safeguarding Admin Team to complete the workflow.



Information regarding CiC or CP children will be available through CP-IS for 12 months after the status has been removed. If an Access to Information Notification is received for a child who is no longer open to Social Care or Early Help an action of '**CPIS Notification Received – Social Care Screening required**' will be sent to the SC CSC Screening – Social Care Inbox (Virtual Worker) to enable the Screening Team to review the information to assess if further follow up is required. If open to EH the notification will be sent to Early Help Worker / Manager who should discuss with their Social Care colleagues as required.

The workflow process map is illustrated below:



If the child (expectant mother if unborn) has an incorrect, invalid or absent NHS number on their record, MDAS will receive an automated Failure Notification and will work with Performance Team and Service to correct the information as required.

### Unborn Baby

CP-IS will identify 'unborns' through the estimated date of birth, and look through relationships for the mothers NHS number instead. If the mother's number is not available an error message will be received and actions taken to obtain the correct NHS number. Until this number is available the child's details will not be available through CP-IS so it is important for Social Workers to try to obtain the mothers NHS number where possible and record this on Mosaic to avoid delay.

If the mother is under 18 years and herself on a CP Plan, then CP-IS can identify both mother and child (if necessary) having CP Information.

As soon as baby is born the date of birth must be updated immediately and the NHS number added.

## Multiple Child Protection Information Types

The CP-IS service will support circumstances where a child may have an CiC status and also be subject to a CP Plan. Where these circumstances arise, this will be reflected within the CP-IS service and displayed to the NHS healthcare worker.

## Children in Care

Although the exact details and reasons for the CiC status will not be shared via CP-IS, (only an indicator that the child has this status by virtue of a Start Date) the scope of which CiC circumstances will be included at this time within CP-IS service, will be confined to the following;

- Children who are subject to a Full Care Order (Section 31)
- Children who are subject to an Interim Care Order (Section 38)
- Children who have a Voluntary Care Agreement (Section 20)

These will be the only CiC statuses that a LA will provide information about, but the NHS healthcare worker will only ever see that there is a singular 'CiC' status, and not even the type of care order/ arrangement, as outlined above.

Where required, further conversations between the NHS healthcare worker and the providing LA should continue to take place to determine and discuss the specifics of the child's circumstances.

## End Date Information

CP Plan / CiC information will remain available through CP-IS for 12 months after the plan has ended.

For example

- CP Start Date: 21<sup>st</sup> Dec 2017
- CP End Date: 28<sup>st</sup> Feb 2018

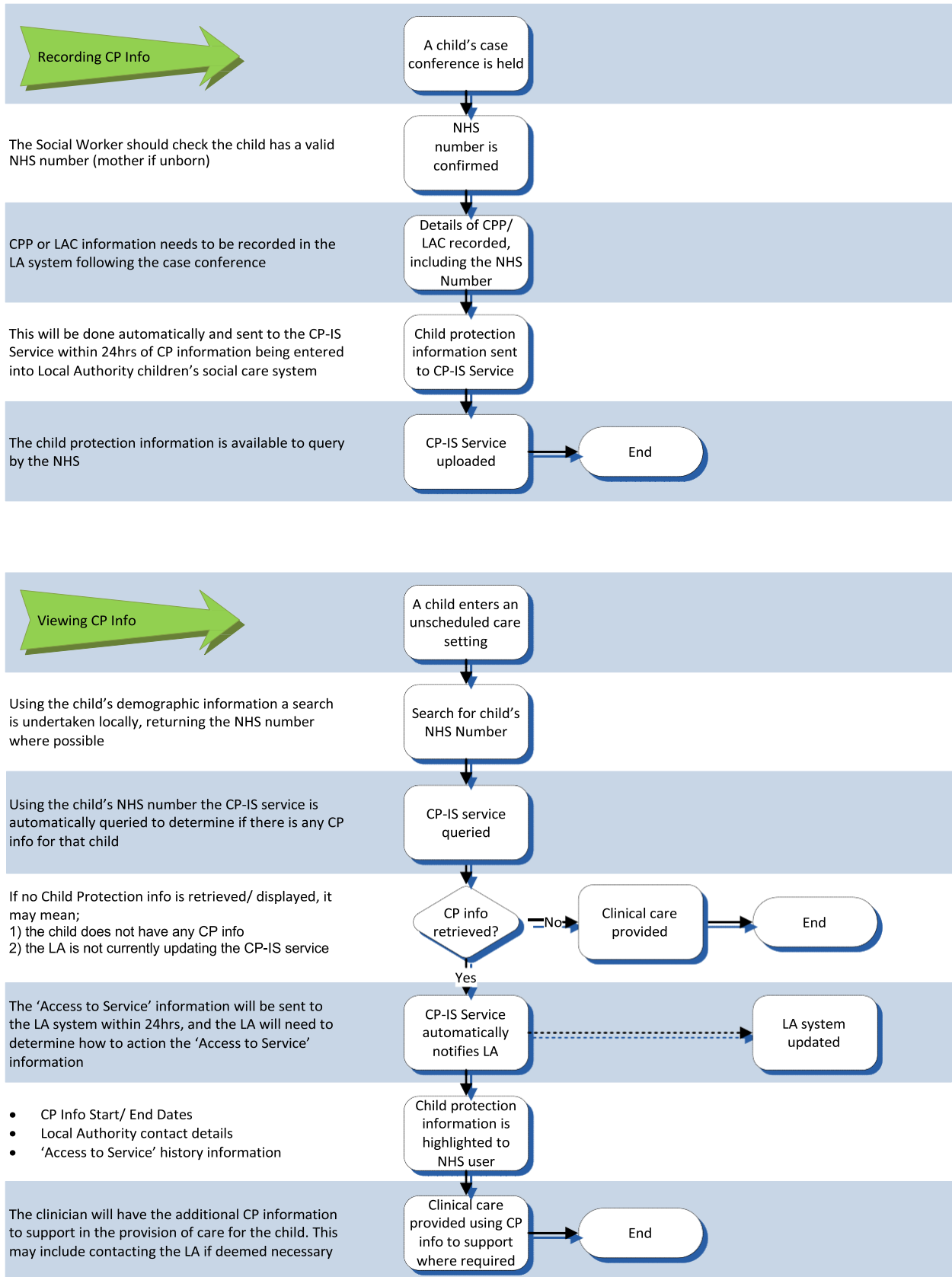
Although the child is no longer on a plan the historic information will still be available to view by the NHS healthcare worker until 28<sup>th</sup> Feb 2019. After this date, the CP Plan / CiC information will be removed and not available for retrieval nor display.

If no End Date is received by the CP-IS service, this will continue to be available for retrieval and display to NHS healthcare workers.

## Multiple Local Authorities

In the circumstances where there is more than one Local Authority providing CP Plan / CiC the CP-IS service can accommodate this, and display the different child protection information associated to each LA to the NHS healthcare worker. Every time access occurs, this will then be notified to all children's social care team that had submitted CP Plan / CiC information.

## High Level Process





## Quick Reference: Process when Health have accessed service information on CP-IS

Subject	Description
<p>What does this process mean for Children's Social Care workers?</p>	<ul style="list-style-type: none"> <li>➤ Within 24 hours, Mosaic will receive an alert about any NHS health worker who has accessed the CP-IS Service for a child. The alert will include:               <ul style="list-style-type: none"> <li>- Child's name</li> <li>- when access was made</li> <li>- from which organisation</li> <li>- by which clinician</li> </ul> </li> <li>➤ A notification will then be sent to the Key worker who should use this information to assess if any action needs to be taken – consider:               <ul style="list-style-type: none"> <li>- How often is the child's record being accessed?</li> <li>- Is there a reason for the child's record to be accessed at different locations?</li> </ul> </li> </ul>
<p>What happens in the case of unborn babies ?</p>	<ul style="list-style-type: none"> <li>➤ Key worker to make contact with family (phone call or visit)</li> <li>➤ Unborn babies (with a child protection plan) will have the NHS number of the birth mother until they are born.</li> <li>➤ When a child is born (with a Child Protection Plan) the NHS number of the newly born child will be sent to the Local Authority</li> </ul>
<p>Inactive NHS numbers</p>	<ul style="list-style-type: none"> <li>➤ Where required the children's social care team must provide an update to the mother's record where the Child Protection Plan information was held, using the mother's NHS Number</li> <li>➤ The children's social care team must also provide child protection information for the newly born baby</li> <li>➤ Where any invalid NHS numbers are identified, the NHS will give the correct NHS number to use to the children's social care team – this will be shown in the Notification</li> </ul>