

Standard Operating Procedure:

Information Sharing Between UHL Maternity Safeguarding Team and Leicester Partnership Trust (LPT) Health Visitors



Trust Ref: C64/2023

1. Introduction and overarching policy/guideline

Effective safeguarding of pregnant women and new mothers is paramount to our commitment to providing high-quality healthcare services. Ensuring that critical safeguarding information is consistently and efficiently shared between healthcare teams is essential. This Standard Operating Procedure (SOP) outlines the systematic process by which 'A forms' containing safeguarding concerns are shared between the UHL Maternity Safeguarding Team and Leicestershire Partnership Trust (LPT).

This SOP has been established to enhance the collaboration and information exchange between the two teams, ultimately contributing to the safety, well-being, and support of our patients during their maternity journey. By following this standardised procedure, we can ensure that all safeguarding concerns are appropriately documented, reviewed, and acted upon by the responsible healthcare professionals. This SOP also addresses the importance of adding a date to 'A forms,' as required by LPT, to streamline the referral process.

The success of this procedure depends on the diligent efforts and cooperation of all involved parties, including community midwives, the Maternity Safeguarding Team, LPT Health Visitors, and LPT Admin staff.

Please carefully review and adhere to the steps and responsibilities detailed in this SOP to facilitate the efficient sharing of safeguarding information and contribute to the overall well-being of our patients and their families.

Procedure:

- All professionals are responsible for completing 'A forms' when safeguarding concerns arise during their interactions with pregnant women/birthing people or new mothers.
- These 'A forms' should be completed accurately and comprehensively, providing all necessary information regarding the safeguarding concern.
- The Maternity Safeguarding Team will review each 'A form' to ensure it contains sufficient information and details about the safeguarding concern.
- If the 'A form' lacks a date indicating when it was completed by the midwife, the Maternity Safeguarding Admin will add the date the referral was received by the Maternity Safeguarding Team, to the top section of the A form.

- The admin will also document any actions taken by the Maternity Safeguarding Team, such as whether the referral has been sent to social care (City, County, or Rutland) or if it has been kept for information only.
- After ensuring that each 'A form' is complete and dated, the Maternity Safeguarding Team will forward all referrals to the LPT admin team via email at lep-tr.aandedischarges@nhs.net. This is typically done on Fridays.
- Upon receiving the referrals, the LPT admin team will add the 'A form' to the patient's System One records. If the patient is at a GP practice within Leicester Leicestershire and Rutland (LLR) that does not use system one, the LPT admin team are able to still share this information with the allocated health visitor aligned with that GP/geographical area.
- Following the addition of the 'A form' to the patient's records, the LPT admin team will task a Health Visitor to review the concerns detailed in the 'A form.'
- Health Visitors will take appropriate action based on the safeguarding concerns, which may include conducting assessments, providing support, and liaising with relevant agencies or professionals as necessary.
- Both the Maternity Safeguarding Team and LPT Health Visitors will maintain complete records of all 'A forms' received, actions taken, and outcomes.

Note:

- LPT will only accept 'A forms' that include a date indicating when they were completed.
- Communication and collaboration between the Maternity Safeguarding Team and LPT Health Visitors are vital to ensuring the safety and well-being of patients and their families.

Responsibilities:

- UHL professionals (often midwives): Responsible for completing 'A forms' when safeguarding concerns arise.
- Maternity Safeguarding Team: Responsible for collecting, reviewing, and forwarding 'A forms' to LPT.
- LPT Health Visitors: Responsible for reviewing 'A forms' and taking appropriate actions based on safeguarding concerns.
- LPT Admin Team: Responsible for processing 'A forms' and adding them to patient records.

Effective Date: 08/09/2023

For Reference:

A meeting was held on 06/09/2023 with the Named Midwife for Safeguarding at UHL, Public Health Nursing Lead, LPT Administrator manager and the Named Nurse for Children's at LPT.

2. Monitoring Compliance

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements
A further meeting is being held between key professionals on 04/10/2023 to feedback from the initial month.	Professional meeting	Named Midwife for Safeguarding	Within the first month	
A sample size of records to be reviewed by UHL and LPT to ensure that the process is embedded and working well.	Audit	Maternity Safeguarding team	Annually	

3. Education & Training

- 'How to complete an A form' is included as part of the maternity safeguarding level three children's safeguarding training which is delivered on an annual basis.

4. Supporting References (maximum of 3)

None

5. Key Words

None

6. Appendices

None

The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs. As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

CONTACT AND REVIEW DETAILS			
SOP Lead (Name and Title) Rheo Knight Named Midwife for Safeguarding		Executive Lead	
Details of Changes made during review:			
Date	Issue Number	Reviewed By	Description Of Changes (If Any)
	1		