

1. Introduction

All staff in UHL have a duty to co-operate with external agencies in the investigation of suspected child protection and child in need cases, under Section 11 Children Act 2004. In some instances it may be necessary to provide statements to these agencies. This guidance aims to support staff in this process.

2. Scope

This guideline applies to all staff working within UHL

3. Guideline Standards and Procedures

3.1 General Principles

- a) All health professional staff have a responsibility to protect children.
- b) All staff are accountable for their conduct to their professional bodies.
- c) When making a verbal or written statement, staff are acting on behalf of the University Hospitals of Leicester NHS Trust.
- d) Multi-agency working is essential to safeguard the well-being of children, and as such health professionals have an obligation, under Section 11 of the Children Act 2004 to assist with child protection enquiries.
- e) **Information provided should only be facts.** Opinions should not be provided except in medical diagnoses where appropriate.
- f) Non-medical staff must not provide statements about medical decisions and treatments.
- g) Staff should only provide information within their scope of practice

3.2 Giving Statements

If staff are contacted directly by the requesting agency to arrange to give a statement in relation to a safeguarding case, the following must occur:

- a) The requesting agency should be directed to the Safeguarding Children Team (x15770), who will arrange a suitable date, time and venue for the statement to take place.
- b) All UHL staff will be supported in any case by a member of senior staff. This should be either a senior member of the Safeguarding Children Team, or a senior Directorate/CMG staff member as appropriate.
- c) Junior medical staff must have the permission of their Consultant before they are interviewed. The Safeguarding Children Team will contact the lead consultant for the case and the junior doctor to advise of the statement request. Members of the Safeguarding Children Team are available to support medical staff if required.
- d) The Safeguarding Children Team will ensure that the member of staff has the medical notes available when the statement is provided. Statements should not be provided without reference to the appropriate UHL notes.
- e) If you are providing a verbal statement, the agency will prepare a written statement of this. This should be read by the member of staff and signed after necessary amendments have been made.

- f) A copy of the statement should be requested by the member of staff providing the information and provided to the Safeguarding Children Team where it will be stored securely by the Safeguarding Children Team on their Safeguarding Electronic Notes System (“SENS”).

3.3 Writing a Statement

Working with Children and Young People where Child Protection concerns have been raised may mean that you may be asked to provide a statement.

It is important to write a statement as near as possible to the event as memories will fade.

There is a UHL NHS Trust Corporate Template available on SharePoint

[Statement Template](#)

Alternatively there is a statement template in Appendix 1.

a) The Statement must

- Indicate if it is in relation to a Patient Safety Incident, Inquest, Complaint or Claim
- Be a clear, straightforward narrative dealing with events in chronological order
- Simply relate to the facts of the event and not state opinions
- Be complete, thorough and honest
- Be as detailed as possible
- Contain only material facts
- Should state whether you are writing the statement from memory, from the notes or both, or simply your recollection from your standard practice at that time
- Include the following declaration:- “The contents of this statement are to the best of my knowledge and belief”
- Be signed and dated with name printed on each sheet of paper used.

b) Do Not

- Make reference to statements by other witnesses
- Go beyond your recollection of events and never base the statement on hearsay
- Seek to blame others
- Report facts of which you do not have direct knowledge
- Use abbreviations
- Include your home address

c) Tips

- It is helpful to recall others who were working at the time of the incident/accident/adverse event/near miss
- Try to have your statement typed
- Always keep a copy of the statement for your own records
- Seek advice from a more experienced person if you wish

d) Advice and Support

- Line Manager
- Quality and Safety Manager
- Corporate patient Safety Team
- Corporate Health and Safety Team
- Corporate Legal Team
- Trade/Professional Union

4. Education and Training

Training on this guidance is included within the UHL Safeguarding Children mandatory training programme accessed by all staff.

5. Monitoring and Audit Criteria

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements
Correct use of Guideline	Case review	M Kelly	Case by case basis	

6. Supporting Documents and Key References

University Hospitals of Leicester NHS Trust Safeguarding Children Policy

8. Key Words

Safeguarding Statements, Statement

Caring at its best

Appendix 1: Statement Template

Leicester Royal Infirmary

Leicester

LE1 5WW

Tel: 0300 303 1573

Name:

Job title:

Professional address:

Subject of statement: ***[for example, Patient/Resident X at what incident/location]***

I am employed by ***[insert your employer]***. I qualified as ***[profession]*** in ***[month/year of qualification]***. My previous experience includes ***[please provide brief details]***. I have worked in my current job for ***[months/years]***.

This statement is based on ***[personal recollection/review of records – or a combination]***.

I have been involved in the care of Patient X since ***[date]***. My last involvement in their care was on ***[date]***.

I am responding to a request for this statement from ***[include job title and full name]*** in response to the following allegation/s ***[write the allegation here, if there are several you could list them for ease of reference.] [Please provide us with the written request for the statement from your employer/ agency by email.]***

[Insert the content of your statement here, following [the guidance on our website](#) (Please Note that this is RCN guidance)

Where possible, please provide the following:

- 1. Give brief details of the work environment at the time, including your job role, area of responsibility and the number of patients in your care. For example, were you the nurse in charge? Details of staffing levels, skill mix and whether the shift was busier than usual for any specific reasons.***
- 2. Details of dates and approximate times of significant events during the shift. Provide details in a chronological order, beginning with the start time and date of your shift.***
- 3. Refer to patients/residents as Patient X/Resident X to ensure confidentiality but include full names and job titles of members of staff that you worked with.***
- 4. Details of what any actions you took should be in the first person (i.e. 'I').***
- 5. If you can't remember something, then state this.***

This statement is true to the best of my knowledge and belief, based on the information available to me at this time.

Name:

Job title:

Signature:

Date:

This line signifies the end of the document

This table is used to track the development and approval and dissemination of the document and any changes made on revised / reviewed versions

DEVELOPMENT AND APPROVAL RECORD FOR THIS DOCUMENT			
Author / Lead Officer:	Michelle Kelly		Job Title: Matron for Safeguarding Children
Reviewed by:	Safeguarding Assurance Committee		
Approved by:	Safeguarding Assurance Committee Policy and Guideline Committee	Date Approved: 12/06/2023 3 August 2023	
REVIEW RECORD			
Date	Issue Number	Reviewed By	Description Of Changes (If Any)
May 2022		Michelle Kelly	Addition of Statement writing guidance
May 2022		Michelle Kelly	Addition of a Statement template (Appendix 1)
May 2022		Michelle Kelly	Update of hyperlinks and extension numbers
DISTRIBUTION RECORD:			
Date	Name	Dept	Received