

Policy on Safeguarding

SUMMARY: This policy for ensuring that appropriate standards of safeguarding are maintained in the delivery of HTVC's services.

RESPONSIBLE PERSON: Mrs.Mary Shand, Registered Manager.

APPLIES TO: All staff

POLICY AUTHOR: Mrs. Mary Shand

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Introduction

Mandatory training in safeguarding children and vulnerable adults is an expectation of all registered practitioners by the NHS and Primary Care Trusts. This is supported by the regulatory bodies of the General Medical Council, and the Nursing and Midwifery Council, and the Care Quality Commission, among others.

Policy Statement

Hampshire Travel and Vaccination Clinic requires that all clinicians performing vaccinations for children to complete the safeguarding children and vulnerable adults' training.

Scope of this Policy

This policy applies to all aspects of HTVC's service where there is contact with service users.

Who this Policy Applies to

This policy applies to all HTVC staff who have contact with service users.

Roles and responsibilities

It is the responsibility of Mary Shand, Registered Manager, to ensure that the contents of this policy are made aware to all staff and that the measures stipulated within the policy are adhered to.

Mary Shand is the Safeguarding Lead and responsible for reporting any incidents identified.

Policy Content

Duty of Care

In any situation where the clinician, or a member of staff, has concerns that the patient may be a vulnerable adult, or a child in need or at risk, they must follow the HTV safeguarding policy and procedures, and document any outcomes.

Reporting of any concerns identified

Any suspicions that a vulnerable adult is being abused in any way, will be reported to:

Hampshire Adult Services: The phone number is 0300 555 1386 during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday.

Children's Services: phone 0300 555 1384 during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday or phone 0300 555 1373 at all other times to contact the Out of Hours service.

For children it is also necessary to complete the Inter Agency Referral Form (IARF) which can be found via the HHC website.

Restraining Children and Young People

Restraint is, by definition, applied without child's consent. However, safe parental restraint reduces the risk of needle stick injury to the child. Safe restraint means immobilisation by using limited force. It may be a method of helping children, in order to safely manage a painful procedure (RCN, 2010). This method of holding children may be used if necessary during the immunisation procedure with informed and understood parental consent. This predominately applies to the three to four year old children. Health Professionals must not hold the child in a safe position; this must be done by the parent or person with parental responsibility with guidance from staff.

Clinical judgment on what advice to give parents will always be on a case by case basis, the child's welfare and safety will always be paramount.

Training

Safeguarding Adults Level 2 provided by The National Skills Academy
<https://elearning.nsahealth.org.uk/blocks/sfhcoursesavailable/info.php?id=171>

Safeguarding Children Level 3 provided by The National Skills Academy
<https://elearning.nsahealth.org.uk/blocks/sfhcoursesavailable/info.php?id=169training>.

Dissemination and Implementation

Intranet and Website

Monitoring

A record of having completed training will be maintained within personnel records.

Training is audited on an annual basis.

Any safeguarding concerns will be recorded and reported using the HHL incident reporting format.

Review

This policy will be reviewed on a bi-annual basis.

References

Hampshire Safeguarding Adults Board - Guidance on Writing a Safeguarding Policy 2015

Appendices

Appendix 1. Hampshire Adult Board Audit Tool