

Safeguarding Children and Adults

Name of surgery

How do I record and code safeguarding concerns?

It is really important that safeguarding concerns are documented accurately and safely. The practice follows the RCGP guidance on recording safeguarding information. This can be found in the RCGP Child and Adult Safeguarding toolkits in the '**Practice Resources**' section:

www.rcgp.org.uk/clinical-and-research/safeguarding.aspx

Practice Safeguarding Lead:

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Practice Safeguarding Deputy Leads:

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How do I make a safeguarding referral?

Go to the **Referrals** tab in S1 where you will find the '**Safeguarding/Children's Services**' tab – all the child and adult safeguarding referral forms are here, including the MARAC form (for high risk cases of domestic abuse).

For any **urgent** referrals contact the **Duty Social Worker on 01609 780780** and then follow up with a written referral.

Domestic Abuse services to signpost patients to: IDAS www.idas.org.uk/

For patients: safeguarding information/resources and more domestic abuse resources can be found on our website.

Who can I ask for advice regarding any safeguarding issues?

- Practice Safeguarding Lead or Deputy Leads
- Any of the partners if the safeguarding leads are not available
- Medical secretaries can help with any administrative issues regarding referrals
- CCG safeguarding team – contacts can be found on the HaRD CCG website in the safeguarding section:
harrogateandruraldistrictccg.nhs.uk/clinicalguidance/safeguarding/

The Safeguarding section on HaRD CCG website contains information on:

- Contacts
- Policies and guidance
- Safeguarding Boards
- Referral Links
- Resources
- Training

harrogateandruraldistrictccg.nhs.uk/clinicalguidance/safeguarding/

The RCGP Safeguarding Hub

This contains a wealth of information and practical advice on both child and adult safeguarding.

Safeguarding training requirements can also be found here in the '**National Standards and Policies**' section

www.rcgp.org.uk/clinical-and-research/safeguarding.aspx