

Administration Staff
Managing Safeguarding Information in Practice
Guidance / Training

To support **administration** staff with managing safeguarding information / documentation in clinical systems in order that this information can support robust safeguarding practice and decision making.

Target Audience:

This is a two-hour virtual session **via Microsoft Teams** for all practice **administration** staff that are responsible for managing safeguarding information.

Objectives

- Recognise the importance of the role of administration staff in “safeguarding” patients.
- Understand the addition of safeguarding information into patient records and how others caring for the patients add data.
- Understand the significance of receiving new records (both electronically and paper-based) and the importance of consistency in reviewing the record received for safeguarding relevant data.
- Know how to deal with and file appropriately safeguarding correspondence.
- Know when to exclude information i.e. redaction and hide from online access.
- Awareness of coding safeguarding information in Primary Care

Date

Wednesday 9th February 2022 (14:00 -16:00)

To book a place for the 9th February 2022 please use the following link to eventbrite - [here](#)

Please Note: This year we are using eventbrite to manage our bookings. You will need to log in to eventbrite to register for the training via the links above: please use your NHS email to do this

Once you have registered for the training you will receive a confirmation email. If you need to cancel or change your booking, please do this via your eventbrite account

If you have any general questions about the training, you can still contact the team directly via
nyccg.safeguardingtraining@nhs.net