

## **Safeguarding Conference Report for GP – new proforma**

The CCG safeguarding team, in conjunction with children's social care, has produced an EMIS proforma to generate reports for case conferences. It has been released in the latest proforma update and will be available through your EMIS systems, and has been generated in response to GP requests for a mergeable proforma.

Case conferences require GPs to share relevant information about all members of a household. Primary care may be the only agency holding relevant information about all family members' problems (eg mental health or learning disability issues, substance misuse or domestic violence), and hence the GP contribution can be crucial to the success of the Child Protection Plan generated at the conference.

This proforma allows merging of the GP demographic details and problem summary on a report form, which can be amended by deleting non-relevant information, and adding relevant free text. It also highlights relevant areas of the coded record, although this may be incomplete depending on codes used.

In order to generate a report, the GP will merge a form for EACH family member including parents (which can be done by an administrator) and then will be responsible for DELETING information from each form which is not relevant to the conference.

Bear in mind that in most cases family members attend the conference, and will be aware of the format of sharing information. Nothing should be written in a report that is not known to the family members concerned and hence you should seek consent for sharing information unless doing so would place a child at risk of harm.

When all proformas for a family have been generated, they are attached to a secure email and sent to the case conference administrator address, as detailed on the proforma.

If you prefer to send a letter containing the information, that is also acceptable to children's social care.

**Meriel Raine, named GP for safeguarding**

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