

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE
COMMUNITY PHARMACY SELF-ASSESSMENT**



1. INTRODUCTION

- 1.1 Section 11 of the Children’s Act (2004) along with “Working Together to Safeguard Children” (2006) sets out the statutory responsibilities of all services, including community pharmacy, in relation to safeguarding of children and young people. Addressing domestic violence is an integral part of this agenda. All Primary Care Trusts are required by the legislation to “ensure” that those organisations from whom they contract for the provision of services, fully comply with guidance issued by the Secretary of State pursuant to Section 11.
- 1.2 The Royal Pharmacy Society of Great Britain (RPSGB) has issued guidance intended to inform pharmacists and pharmacy staff about their responsibilities under child protection legislation.
- 1.3 The clinical governance essential service of the pharmacy contract requires that pharmacy contractors and their staff should comply with local and national guidance relating to child protection procedures.
- 1.4 This self assessment reflects the requirements of Section 11 of the Children’s Act, the pharmacy contract and the guidance issued by the RPSGB.

2. AUDIT OF COMMUNITY PHARMACY SYSTEMS AND PROCEDURES

- 2.1 Each community pharmacy in Plymouth is therefore asked to complete the following self-assessment tool, providing notes on action taken / proposed and a rating against each item, using the following RAG (Red Amber Green) scoring definitions
 - **Red** not yet achieved or little action taken to date
 - **Amber** some action undertaken but further work needed to complete
 - **Green** completed, procedures in place and monitored
- 2.2 It is recognised that some pharmacies will not be fully compliant with the outcomes reflected in this tool and so it is anticipated that for some outcomes there will be further action to be taken locally. As well as summarising action already taken, please also include any action underway or planned along with anticipated completion dates in the Progress Notes column.

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The enclosed self-assessment tool should be completed by each community pharmacy, signed by the Pharmacist Manager or Area Manager and **returned at the latest by 17th March 2010 to:**

Stacey Burch
NHS Plymouth,
Building One,
Derriford Business Park,
Brest Road,
Plymouth,
Devon,
PL6 5QZ
Fax: 01752 315700

3. SUPPORT

- 3.1 This self assessment is accompanied by a copy of the NHS Plymouth document “Duty of contractors and commissioned service providers to safeguard and promote the welfare of children” which outlines the duties that all services need to comply with by law.
- 3.2 The statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004 as well as a Statement on the Duties of Doctors and Other Professionals in Investigations of Child Abuse may be found at: www.everychildmatters.gov.uk/safeguarding.
- 3.3 Further advice and information on safeguarding issues may be obtained from the Designated Nurse, Sue Baldwin Tel: 01752 435059.
- 3.4 A distance learning pack is available from CPPE on safeguarding children and is a valuable resource for each pharmacy. <http://www.cppe.ac.uk/>
- 3.5 A copy of “What to do if you are worried a child is being abused” will be sent to each pharmacy. Is available at: <http://www.dcsf.gov.uk/everychildmatters/download/?id=759>
- 3.6 The RPSGB guidance on Safeguarding Children can be found at <http://www.rpsgb.org/pdfs/childprotectguid.pdf>

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- 3.7 An updating briefing paper will be sent to all pharmacies annually which will include contact details for childrens social care and safeguarding health professionals
- 4. PLEASE NOTE reference to **all staff** in the self the self assessment includes pharmacists, locums and all dispensary and counter staff.

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	STANDARD	TASKS	PROGRESS NOTES Summary of measures already taken and any further action planned underway	RAG Score
1.	PRACTICE POLICY AND PROCEDURES			
1.1	The pharmacy has a clearly defined and understood policy in place regarding safeguarding children, young people.	<ul style="list-style-type: none"> • Develop a safeguarding children pharmacy policy based on the RPSGB guidance which is regularly reviewed and updated • All staff know where the policy is kept and how to access it. • All staff have signed to say that they have read and understood the policy 		
1.2	The pharmacy has a named lead for safeguarding children. It is recommended that this is the person who is the clinical governance lead for the pharmacy.	<ul style="list-style-type: none"> • The name of the lead is provided at the end of the assessment tool. 		
1.3	The pharmacy has a copy of “What to do if you are worried a child is being abused”	<ul style="list-style-type: none"> • All staff know where the booklet is kept and how to access it. 		

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	STANDARD	TASKS	PROGRESS NOTES Summary of measures already taken and any further action planned underway	RAG Score
2.	ACCESS TO SAFEGUARDING CHILDREN PROFESSIONALS			
2.1	Details of the named professionals for safeguarding children for the Primary Care Trust area including during the out of hours period are clearly detailed in both the pharmacy policy and the signposting pack.	<ul style="list-style-type: none"> • Up to date details of safeguarding professionals are included in the pharmacy policy. • Up to date details of safeguarding professionals are included in the signposting pack. • All staff are aware of the contact details and how to find the use of them. 		
3.	STAFF RECRUITMENT AND TRAINING			
3.1	The pharmacy contractor prior to employing or engaging any person to work in the pharmacy takes reasonable care to satisfy itself that the person in question is both suitably qualified and competent to discharge the duties which they are to be employed or engaged to perform	<ul style="list-style-type: none"> • A process is in place whereby all staff working in the pharmacy are suitably qualified and competent. 		

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	STANDARD	TASKS	PROGRESS NOTES Summary of measures already taken and any further action planned underway	RAG Score
3.2	All staff receive training and regular updates in relation to safeguarding children – as a minimum 3 yearly	<ul style="list-style-type: none"> Ensure that all staff receive regular training in relation to safeguarding commensurate with their roles. 		
		<ul style="list-style-type: none"> At least one member of the pharmacy team has attended the level 2 training on safeguarding children provided by the PCT within the last 2 years. 		
		<ul style="list-style-type: none"> All staff have received in house training based on the RPSGB guidance or the CPPE pack within one month of commencing employment 		
		<ul style="list-style-type: none"> All staff are aware of actions to be taken when they are concerned about a patients welfare 		
		<ul style="list-style-type: none"> All staff are aware of the reporting mechanisms within the pharmacy 		
		<ul style="list-style-type: none"> All staff are clear about the responsibility to share information, and the circumstances under which this would be appropriate. 		

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4. RECORD KEEPING				
4.1	<p>The Pharmacy operates a standard process for record keeping where harm to a child is suspected or confirmed. The records must include date and time and signature.</p> <p>For example, records made as a result of signposting that may be paper based or on the PMR</p>	<ul style="list-style-type: none"> • Records are made for all instances of signposting, referral or intervention where safeguarding concerns or actions are raised • The records are secure • Another member of the pharmacy team could locate the records and understand and follow up any concerns raised. 		
5. ALLEGATIONS AGAINST STAFF				
5.1	<p>There is a clear process for managing allegations against staff.</p>	<ul style="list-style-type: none"> • Staff are aware of the process • A designated manager should be identified • Contact details of LADO (Local Authority Designated Manager) is available. 		

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PHARMACY NAME:			
ADDRESS:			
TELEPHONE NUMBER:			
AUDIT COMPLETED BY NAMED SAFEGUARDING CHILDREN LEAD:		AUDIT APPROVED BY PHARMACIST MANAGER OR AREA MANAGER	
NAME:		NAME:	
POSITION:		SIGNATURE:	
DATE:		DATE:	

The following members of staff have received safeguarding children training:

Name	Position	In house training based on RPSGB guidance (please give details)	Attended PCT training (please give date)