

Quick Reference Guide – Practice Safeguarding Alerts List

Viewing the Practice Safeguarding Alerts List

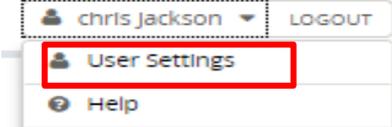
The Practice Safeguarding Alerts List allows you to view patients from your practice with an active safeguarding alert.

This list includes alerts from South Glos. and North Somerset Council Adults social care system and South Glos., North Somerset and Bristol City Council Children’s social care systems.

Prerequisite

You need to log in through the portal to see these reports, they are not visible when using single sign on.

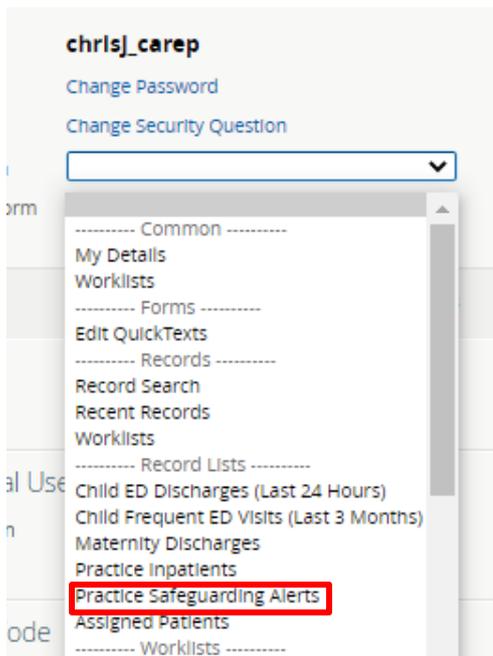
In order to see records on this report you need either a Practice code or a Clinical code. You can check whether or not you have these codes set up by navigating to my details contained in user settings.



My Details

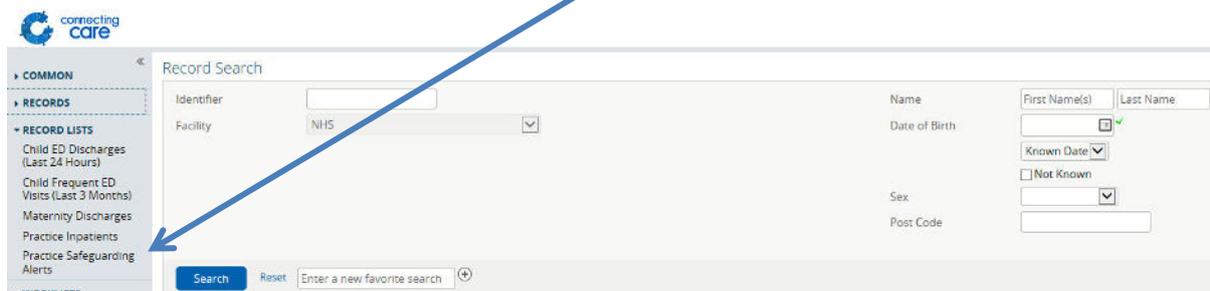
| | | | |
|------------------------------------|---|---------------------------------|--|
| Username | chrisj_carep | Inactivity Logout | After maximum time allowed |
| | Change Password | | Your maximum timeout is currently 30 minutes. |
| | Change Security Question | | |
| Start Screen | <input type="text"/> | | |
| Roles I perform | Care Professional | Groups I belong to | Users, CICB - LA - Bristol, Document Admin Read, Viewing, Pathways Users, Portal Dashboards BETA |
| Update Preferences | | Discard Changes | |
| Users | | | |
| E-mail | <input type="text" value="chris.jackson5@nhs.net"/> | | |
| Additional User Information | | | |
| Organisation | <input type="text"/> | Service/Team | <input type="text"/> |
| Job Title | <input type="text"/> | | |
| Clinical Code | | | |
| Clinician Code | <input type="text" value="C4594305"/> | Practice Code | <input type="text" value="L81004"/> |

You can change your own clinical code here, If your practice code is not set or is incorrect you can have it changed by contacting the back office. It is also possible to run this report every time you log in by selecting it in your start screen



Accessing Practice safeguarding alerts

- To access the list select **Practice Safeguarding Alerts** from the **Records** drop down list on the left hand side of the screen.



NOTE: If the Practice Safeguarding Alerts appears blank it may be that your account has not been configured to include your practice code please contact your local service desk.

You will then need to select an Alert Type from the below and select **Search** –

- Child Looked after
- Child in Need
- Child Protection
- Missing Person
- Adult Safeguarding

Practice SafeGuarding Alerts

| | |
|------------|---|
| Alert Type | <input type="radio"/> Child Looked After |
| | <input type="radio"/> Child In Need |
| | <input checked="" type="radio"/> Child Protection |
| | <input type="radio"/> Missing Person |
| | <input type="radio"/> Adult Safeguarding |

The list shows the following information –

- **NHS Number** – The patient NHS number
- **LID** – The Local Identifier from the source system and the organisation it has come from
- **Name** – The individuals name
- **Date of Birth**
- **Sex** – Gender
- **Address** – The address of the hospital

You can sort the list by clicking on the title of each of the columns listed above.

Viewing an individual record

You can access the individuals Connecting Care record by clicking anywhere on the individuals details.

For more information & support contact your local IT Helpdesk