

Standard Operating Procedure for the Female Genital Mutilation Information Sharing System (FGM-IS)

Department / Service:	Corporate
Originator:	Head of Safeguarding Information Governance Manager IT Manager
Accountable Director:	Chief Nurse
Approved by:	Safeguarding Committee
Date of approval:	24 th September 2019
First Revision Due:	24 th September 2022
Target Organisation(s)	Worcestershire Acute Hospitals NHS Trust
Target Departments	Emergency Department (ED), Maternity, Paediatrics, Minor Injury Unit (MIU)
Target staff categories	All staff registered to access CP-IS

Policy Overview:

FGM is illegal in the UK and is a form of child abuse. FGM is mostly carried out on young girls between infancy and adolescence.

NHS staff have responsibilities to safeguard women and girls at risk of FGM or other harm. Regulated professionals have a personal statutory obligation under the Mandatory Reporting Duty introduced in the Serious Crime Act (2015) legislation to report if a girl under 18yrs discloses she has FGM, or if the professional sees signs/symptoms that she has FGM. In a child less than 18yrs of age, professionals should report cases to the Police via the non-emergency number (101).

Latest Amendments to this policy:

Version 1 – New Standard Operating Procedure

Contents page:

1. Background
2. 2.1 The information FGM-IS provides
2.2 How the FGM-IS system supports safeguarding
3. Information Governance
4. Scope of this document
5. Responsibility and Duties
 - 5.1 Operational model
 - 5.2 Staff responsibilities
 - 5.3 Line Manager
 - 5.4 Named Midwife Safeguarding
6. Record keeping
7. IT Support
8. Appendices
 - Appendix 1 - CP-IS SCR User Guide
 - Appendix 2 - NHS Digital and NHS England, CP-IS Incident Management - Standard Operating Procedure for Correction of CP-IS Records
 - Appendix 3 – Flow chart Emergency Dept & Minor Injuries Unit
 - Appendix 4 – Flow Chart Paediatrics
 - Appendix 5 – Flow Chart Maternity

1. Background

FGM is illegal in the UK and is a form of child abuse. FGM is mostly carried out on young girls between infancy and adolescence.

NHS staff have responsibilities to safeguard women and girls at risk of FGM or other harm. Regulated professionals have a personal statutory obligation under the mandatory reporting duty to report if a girl under 18yrs discloses she has FGM, or if the professional sees signs /symptoms that she has FGM. In a child less than 18yrs of age professionals should report cases to the Police via the non-emergency number (101). FGM is extremely painful and has serious health consequences at the time it is carried out and in later life. FGM can cause long term emotional and mental health issues as well as serious complications during childbirth.

The FGM-IS tab is accessible on the Summary Care Record application (SCRa) (part of the NHS Spine) only for girls under the age of 18.

2.1 The information FGM-IS provides

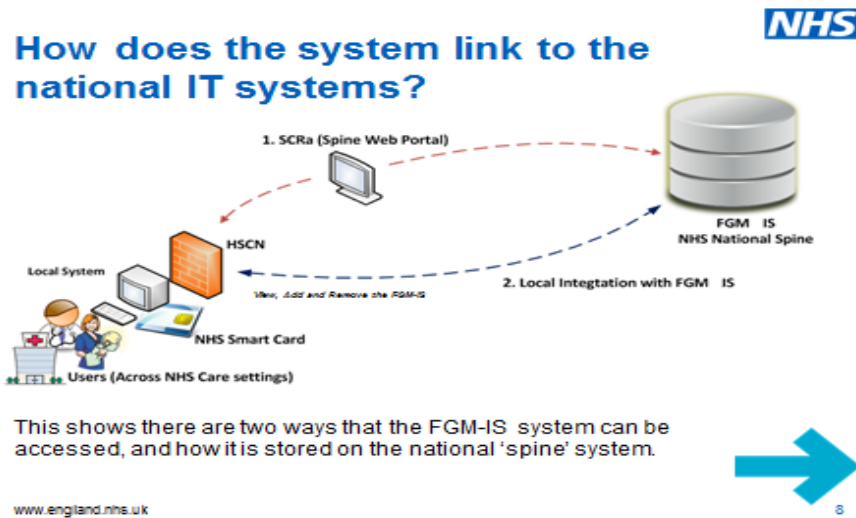
FGM-IS is part of a national safeguarding system to share information, which:

- Records when a girl under 18 has a family history of FGM
- Shares that information to other professionals who treat her as she grows up
- Prompts clinicians who treat the girl to consider if they need to take safeguarding action

2.2 How the FGM-IS system supports safeguarding

- Family history is known to be relevant when considering potential risk to girl of undergoing FGM
- The FGM-IS system will record when family history has been identified
- When a professional then sees the FGM-IS indicator, they know a family history of FGM has been identified and they can treat the child, alert to any other information which is potentially also relevant
- Should be used alongside existing local and national safeguarding frameworks and processes
- Does not change / replace / reduce professionals' safeguarding responsibilities
- Implementation provides an opportunity to review and strengthen existing local safeguarding policies and procedures

How does the system link to the national IT systems?



This shows there are two ways that the FGM-IS system can be accessed, and how it is stored on the national 'spine' system.

www.england.nhs.uk



3. Information Governance

FGM-IS is covered by a national data sharing agreement. Information sharing: advice for practitioners providing safeguarding services (<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>)

4. Scope

This SOP applies to all clinical and administrative staff groups working within the high priority areas detailed above.

5. Responsibility

The Head of Safeguarding, Information Governance Lead, and IT Lead are responsible for the review of this SOP in light of any changes

5.1 Operational model

The Named Midwife will add the FGM-IS indicator to a girls record as part of a delegated access arrangement.

5.2 Staff responsibilities

When you identify a girl has a family history of FGM, this becomes part of her medical history and relevant to safeguarding. The Named Midwife should be notified in all cases of actual or suspected /risk of, FGM.

All staff should be aware and familiar with the Trust Safeguarding Children Policy and Procedures and their roles and responsibilities to safeguard and promote the welfare of children and young people.

All staff are responsible for ensuring they are up to date with their Safeguarding Children training in line with their job role (Royal College of Paediatric Child Health (RCPCH) Intercollegiate Guidance (2014).

All Staff are responsible for following WAHT Information Sharing arrangements and Record Keeping Policy.

All staff should follow local safeguarding practices including:

Raising safeguarding children concerns in accordance with agreed process with any of the following:

1. Line Manager
2. Paediatric Registrar via bleep via Switch Board
3. Safeguarding Children Team via Safeguarding Advice Line
4. Children's Social Care in the area the child lives
5. Police in an emergency

5.3 Line Manager

Line Managers are responsible for ensuring their staff groups have appropriate Smartcard Access to the Summary Care Record.

5.4 Named Midwife Safeguarding

Has responsibility for adding the FGM-IS indicator to the summary care record. The Named Midwife will consider both parents (if possible). It is good practice to discuss with the family but do not need consent to add/share information.

6. Record keeping

All staff should document any conversations and actions taken within the girls medical record.

7. IT Support

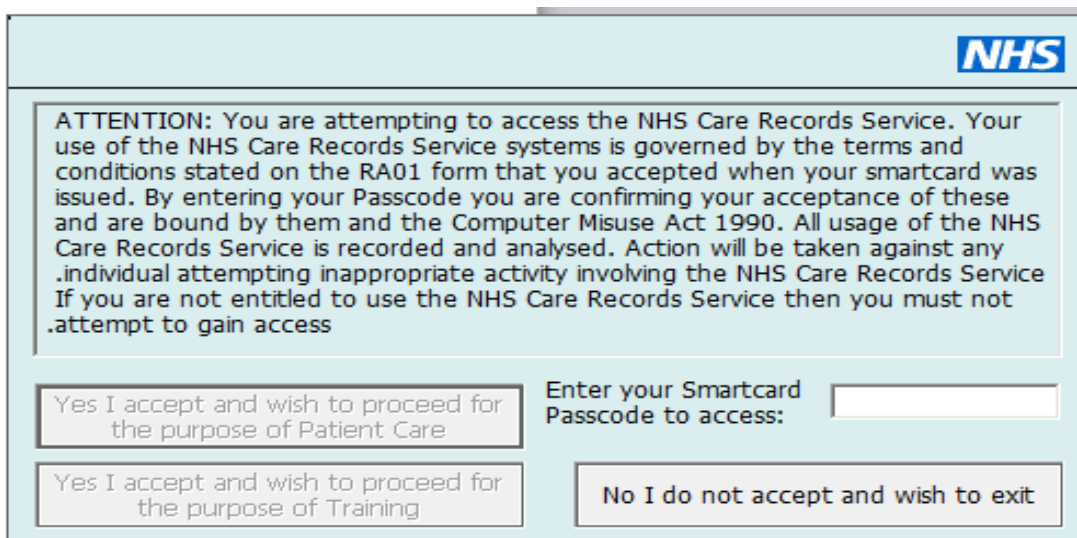
Please contact IT helpdesk.

8. APPENDIX 1 FGM-IS SCR USER GUIDE

Insert your NHS Smartcard

Enter your passcode and press 'ENTER'

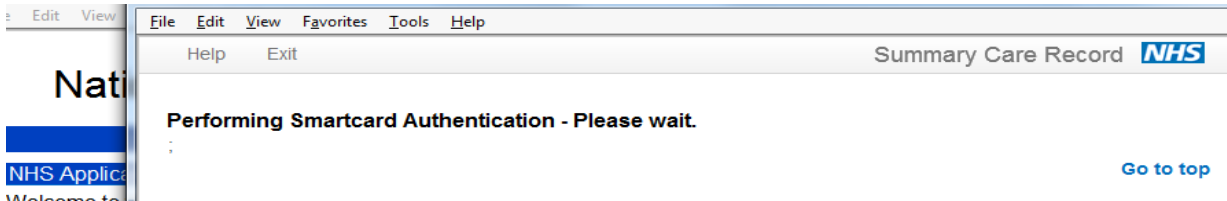
In the favourites TAB on the intranet select NHS Spine Portal



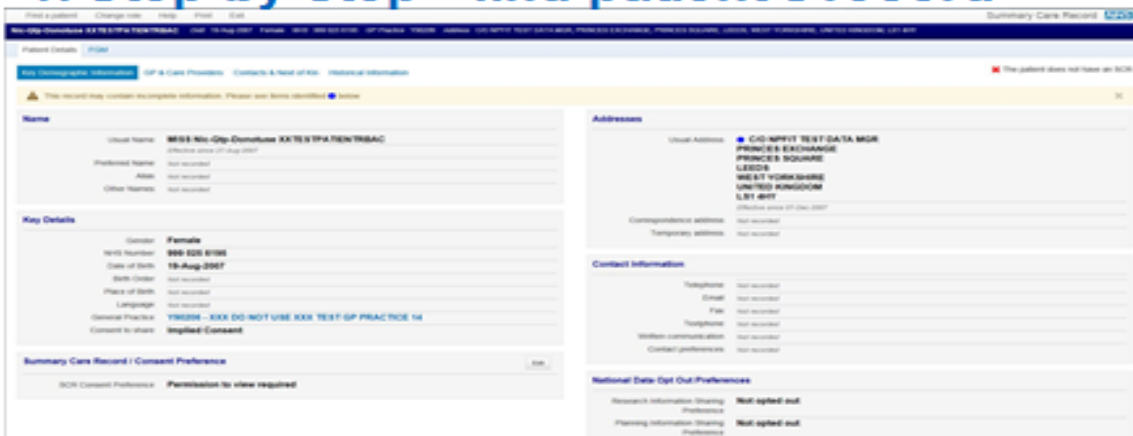
The screenshot shows a light blue interface with the NHS logo in the top right corner. A central text box contains the following warning: "ATTENTION: You are attempting to access the NHS Care Records Service. Your use of the NHS Care Records Service systems is governed by the terms and conditions stated on the RA01 form that you accepted when your smartcard was issued. By entering your Passcode you are confirming your acceptance of these and are bound by them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed. Action will be taken against any individual attempting inappropriate activity involving the NHS Care Records Service. If you are not entitled to use the NHS Care Records Service then you must not attempt to gain access". Below this text are three buttons: "Yes I accept and wish to proceed for the purpose of Patient Care", "Yes I accept and wish to proceed for the purpose of Training", and "No I do not accept and wish to exit". To the right of these buttons is a text input field labeled "Enter your Smartcard Passcode to access:".

Select Launch Summary Care Record (SCR)

This will then open a separate window and will display the following:



1. Step-by-step – find patient's record



- Access with Smartcard with correct role based access codes
- Direct link: <https://portal2.national.ncrs.nhs.uk/summarycarerecord>
- Via NHS Spine Portal: <https://portal.national.ncrs.nhs.uk/portal/dt>
- Access Summary Care Record Application
- Find patient using NHS number/name/DoB

www.england.nhs.uk



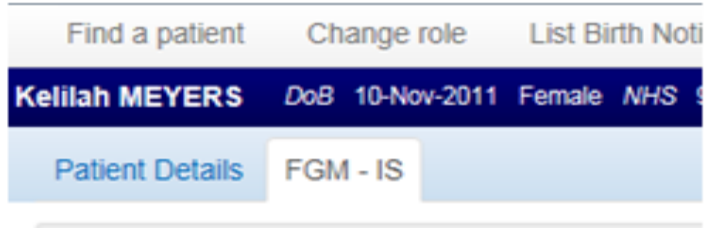
21

To know if the indicator is active /sharing important information, users need to click on the tab to 'view' the record

2. Step-by-step – find FGM-IS within patient’s record



- When you have opened the patient’s record, look in the top right-hand corner....



- Click the 'FGM-IS' tab from the demographic record



www.england.nhs.uk

22

You will then be provided with any information held on the system. DO NOT ADD any alert – contact the Named Midwife on Exn 33735 or wah-tr.SafeguardingWorcsacute@nhs.net

Appendix 2

Removal of FGM-IS indicator

Standard practice is to keep the FGM-IS indicator on a girl's record until they are 18.

When she turns 18, the system will automatically remove the indicator / information.

If the indicator is added by mistake, it can/needs to be removed. Please contact the Named Midwife on Exn 33735

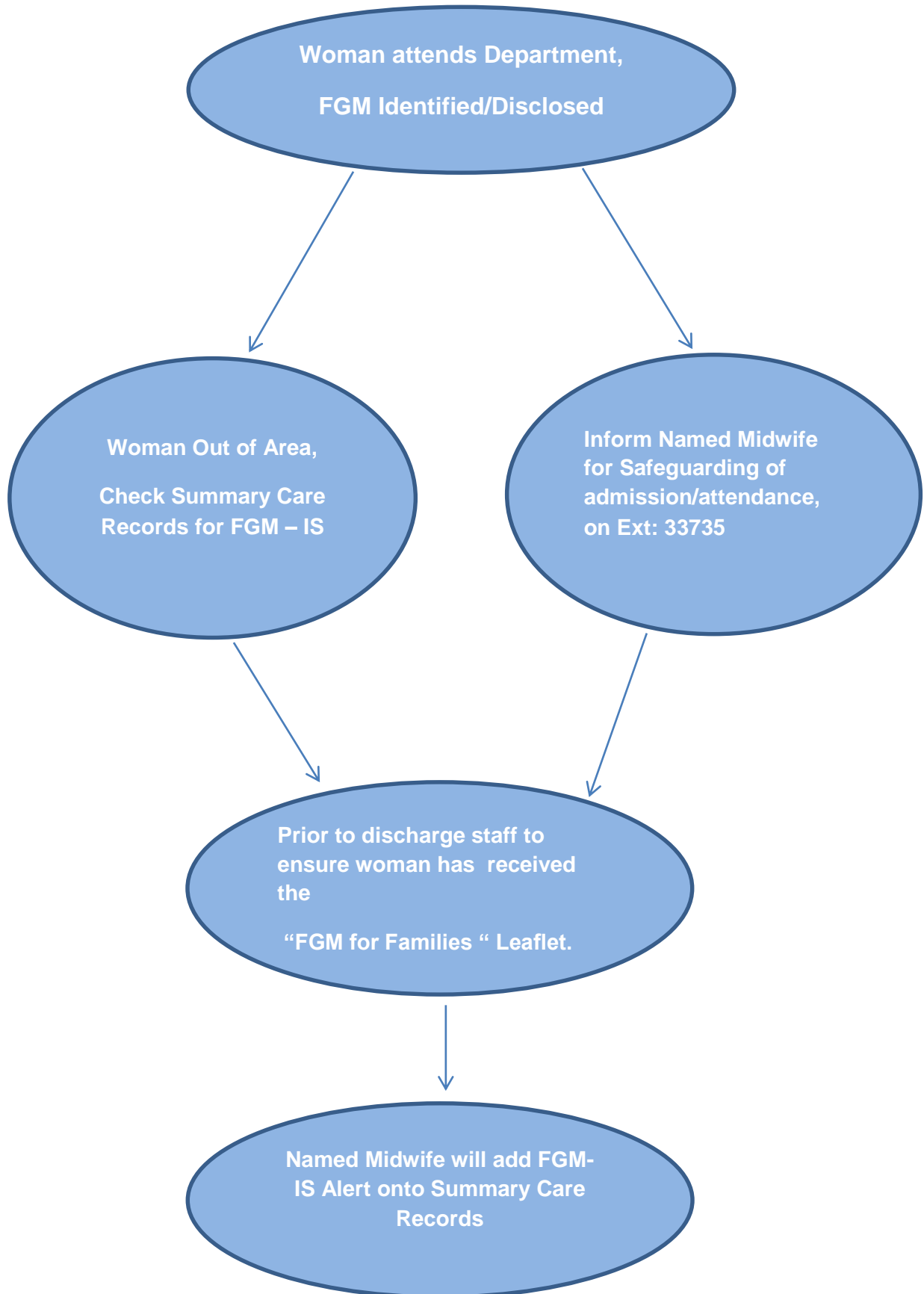
Removal in other circumstances would be exceptional.

All other reasons to remove the FGM-IS indicator will need to be discussed with your local safeguarding lead before being removed.

Remember, consent is not required for this information to be shared to support safeguarding.

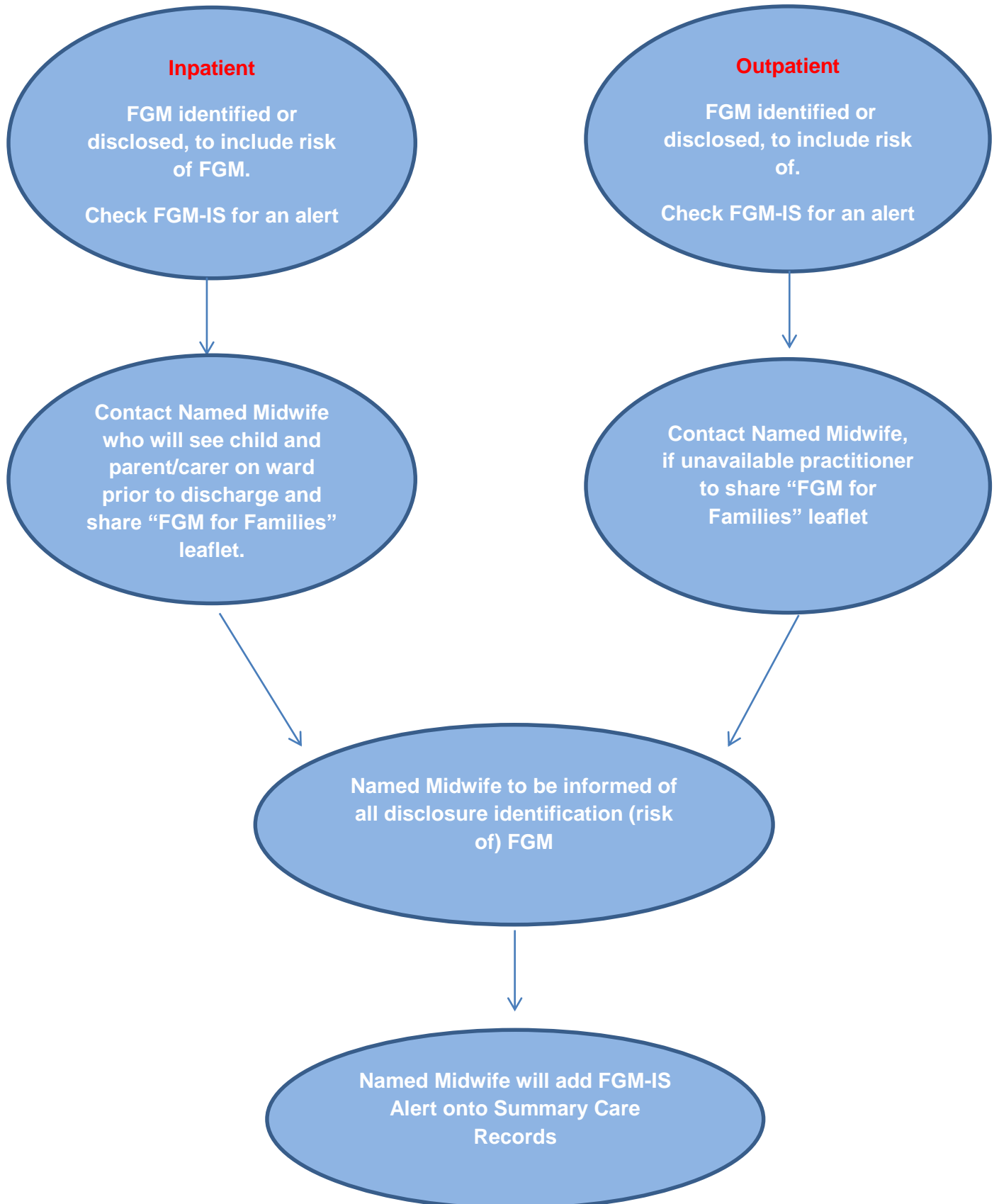
Appendix 3

Emergency Departments and Minor Injuries Unit



Appendix 4

Paediatrics



Appendix 5

Maternity

