

# trust procedures...

## Child Visiting Inpatient Wards Procedure

**This procedure applies Trust Wide**

## Document control page

Procedure number	ProfPrac/R/P/001
Name of Procedure	Child Visiting Inpatient Wards Procedure
Name of linked Policy	Child Visiting Policy Safeguarding Children and Young People Policy What to do if you are Worried a Child is Being Abused Procedure Cleaning Standards Policy Policy for Searching Patients
Accountable Director	Chief Nurse/Director of Operational Clinical Services
Author with contact details	Named Nurse Safeguarding Children
Status (draft/ ratified)	Ratified
Ratifying Committee/ date	Audit Committee July 2015
Review date	July 2018
Brief description of changes following review	The procedure has been streamlined and brought up to date with local and national guidance, policy and practice
Equality Impact Assessment	The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. This Procedure has been Equality Impact Assessed and does not discriminate.

## Version control

Version number	Development Timeline	Date
Version 3.1	First Draft	22 April 2015
Version 3.2	Second Draft	28 April 2015
Version 3.3	Following PRG	21 May 2015
Version 4.0	Following JWG	16 June 2015

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## **1. Introduction**

- 1.1** This procedure must be read in conjunction with the Child Visiting Policy. The procedure is also relevant to the Compliance with the essential standards for quality and safety Care Quality Commission (CQC) Regulations 13, 15 and the Trust Safeguarding Children and Young People Policy and Local Safeguarding Children's Boards procedures.
- 1.2** The procedure sets out the requirements that staff must follow to ensure the safety of children and families who attend Trust premises to visit to in-patient facilities.

## **2. Procedure details**

### **2.1 Request for Child Visit.**

- 2.1.1 Must be a Multi-Disciplinary Team (MDT) agreement.
- 2.1.2 Must include completion of the Child Visiting Request Form (Appendix 2 1).  
The form must be signed and filed in the service user's care records in the Safeguarding Children Section
- 2.1.3 If there are safeguarding children concerns, they must be recorded in the care records and the Safeguarding Children Team notified using the Electronic Safeguarding Children Communication Form (ECF) or update if previously completed.
- 2.1.4 If the child is known to Children's Social Care then the service user's Care Coordinator or the Nurse In Charge must discuss the visit with the allocated Children's Social Worker. The discussion and outcome decision for the visit must be documented in the care record and the Safeguarding Children Team updated in writing.
- 2.1.5 If the child is a Looked After Child (LAC) who is receiving in patient services then the allocated Social Worker must be informed of a request for a sibling or friend who is a child to visit. The outcome and discussion for the visit must be documented in the care record

## **3. Duties and Responsibilities**

### **3.1 Staff Responsibility**

- 3.1.1 An admission to the ward, the assessment must include details of the service user's family and children and a record of all known risk factors.

- 3.1.2 Decisions to support child visiting will normally be made by the (MDT) in liaison with the child's allocated Social Worker and other agencies involved where applicable eg; Probation
- 3.1.3 Staff must consider the Mental Health of the Service User and any possible effects on the visiting child, including the unborn infant of pregnant service users or visitors. Any changes in risk must be communicated to the on call manager for a decision to be made in relation to a planned visit going ahead.
- 3.1.4 Staff must risk assess to agree the level of observation required.
- 3.1.5 Staff must also consider the Inpatient environment as a whole and assess areas of risk.
- 3.1.6 Wherever possible staff must actively seek to reduce the level of risk e.g. increasing staff observation in areas where the child may be, this may be applicable to areas such as the Young Person's In-Patients Unit.
- 3.1.7 Prepare visitors and the Child with information of the visiting arrangements.
- 3.1.8 Record the decision to approve visiting or decline the request on the Visiting Request Form and in the care record.
- 3.1.9 If the request is declined then a new form must be completed to consider any future requests. If the request is approved then a risk assessment must be evidenced in the care records prior to all subsequent visits.
- 3.1.10 If staff have any concerns about the behaviour of a service user or visiting adult they must report these immediately to the person in charge of the shift and if necessary the visit terminated.
- 3.1.11 An Electronic Safeguarding Children Communication form or update must be completed and sent to the Safeguarding Children Team if there are safeguarding children concerns.
- 3.1.12 Staff to follow the Searching Patient Policy if it is considered there may be restricted items being brought into the ward area i.e. drugs, cigarette lighter, mobile phone etc.
- 3.1.13 If a visit requires staff observation of a service user and visitors who are non-English speaking, then interpreters are available (see intranet pages for further information)

### **3.2 Exceptional Circumstances**

There may be exceptional circumstances where a Service User cannot physically leave the inpatient unit or make use of a Family Visiting Room

#### **In such cases staff must:**

- 3.2.1 Consider any possible traumatic effects of visiting on the child.
- 3.2.2 Liaise with the On-Call Consultant and On-Call Manager for the inpatient area around agreement to support visiting or decline the request.
- 3.2.3 Fully record the outcome of the conversation within the Service User's Care Record.

### **3.3 Completion of Child Visiting Request Form (Appendix 1)**

- 3.3.1 A copy of the Child Visiting Request Form to be filed in the care records.
- 3.3.2 This form will be used for audit purposes.

### **3.4 Responsibility of the Adult Accompanying the Child**

- 3.4.1 A Disclaimer will be displayed in the visiting rooms regarding adult taking responsibility for any children visiting Trust premises.

### **3.5 Visiting Room**

- 3.5.1 It is the responsibility of the parent(s) or carer(s) to look after the child (ren) during the visit and on Trust premises. Children must not be left unaccompanied at any time.
- 3.5.2 The family are encouraged to bring in their child's own toys.
- 3.5.3 Access to the visiting room must be away from the clinical area.
- 3.5.4 Rooms must be of a standard to make children and families feel welcome.
- 3.5.5 The seating must be conducive to support mother's to feed their infant i.e. breastfeeding, bottle feeding.
- 3.5.6 Families to be advised to use their own infant nappy bags for dirty nappies prior to disposal in a clinical waste bag.

#### 4. Monitoring of compliance with this procedure

Minimum requirements to be monitored	Process for monitoring e.g. audit	Responsible individual, group or committee	Frequency of monitoring	Responsible individual, group or committee for review of results	Responsible individual, group or committee for development of action plan	Responsible individual, group or committee for monitoring of action plan
Safeguarding children and the environmental aspects of child visiting arrangements across the Trust	Audit	Ward Managers / Team Champion	Annually	Safeguarding Children Team	Safeguarding Children Team and Modern Matrons	Safeguarding Governance Group

#### 5. References

Children Act 1989 (HMSO) London.

Children Act 2004 (HMSO) London.

Care Quality Commission (2010) Essential Standards of Quality and Safety: What Providers must do to comply with the Section 20 of the Health and Social Care Act 2008. CQC.

HCC Circular 1999/222: LAC (99) 32; Mental Health Act 1983 Code of Practice: Guidance on the visiting of psychiatric patients by children (2000).

HCC Circular 1999/160; Visits By Children to Ashworth, Broadmoor and Rampton Hospitals Directions (2000).

HM Government (2015) Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.

Information Sharing: Guidance for Practitioners and Managers' (HM Government 2008)

National Institute for Health and Clinical Excellence Guidance: PH 28 'Looked after Children'.

Preventing harm to children from parents with mental health needs (National Patient Safety Agency 2009) NPSA/2009/RRR003.

Royal College of Psychiatrists policy documents including *Patients as Parents and Child Abuse and Neglect: the role of Mental Health Services.*

Social Care Institute for Excellence (2012) Think child, think parent, think family: Final evaluation report. Families and Childrens Services SCIE Report 56.

What to do if you're worried a child is being abused' (HM Government 2015)

## **6. Associated documents**

VIP and Celebrity Visitor Policy

Safeguarding Children and Young People Policy and Procedures

Safeguarding Adult Policy and Procedures

Child Visiting Policy and Procedure

Local Safeguarding Children's Boards Procedures – Halton, Knowsley, St Helens, Warrington, Wigan.

## **7. Appendices**

Appendix 1 - Child Visiting Request Form



## Appendix 1: Child Visiting Request Form

A copy of this form must be filed in the Safeguarding Children Section of the service users care record.

**Has a copy of the Child Visiting leaflet been given to the Service User or Family? Yes / No**

### 1. Service User's Details

Name:- RTV Number:-  
Date of Birth:- NHS Number:-  
Ward:-

### 2. Child(ren) / Unborn Infant Details

Name(s)	Date of Birth / Expected Date of Delivery	Relationship to Service User

**3. Are Children's Social Care Department Involved With the Child (ren)?** Yes ☐ No ☐

Contact details of Social Worker:-

Name:-  
Telephone number:-

If known has the Social Worker been informed of visiting request? Yes / No

If No, state reason(s):-

If the child (ren) is not known are there any safeguarding concerns that require a referral to Children's Social Care?

Yes ☐ No ☐

**4.1** Is it in the child's best interest to visit? Yes ☐ No ☐

**4.2.** Are there child contact restrictions in place? Yes ☐ No ☐

**4.3.** What Issues / Concerns are there if the child visits the service user?

**4.4.** Are all the above named children able to visit? Yes ☐ No ☐

### 5. Details of Visiting

Name(s) of adult(s) accompanying child(ren):-

Relationship of accompanying adult to service user:-

Relationship of accompanying adult to child:-

Does the accompanying adult have parental responsibility? Yes ☐ No ☐

Frequency of Visits:-

Length of Visit:-

Location of Visit:-

Level of observation:

### 6. Approval of the Visit

**6.1.** Has the visit been approved by the Multi Disciplinary Team involved with the patient?

Yes ☐ No ☐

Date authorised:-	
Name of Ward Manager (Print Name):- Signed:- Date signed:-	
Name of Care Coordinator (Print name):- Signed:- Date signed:-                      If Not Signed State why:-	

<b>7. Are special requirements needed to facilitate the visit?</b> (For e.g. disability access, interpreter) Yes <input type="checkbox"/> No <input type="checkbox"/>  Please list requirements:-   
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<b>8. What actions / arrangements will be needed to facilitate the visit?</b>   
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Has the patient been informed of the outcome? Yes <input type="checkbox"/> No <input type="checkbox"/>  Date informed:-
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Has the child and person with parental responsibility been informed of decision? Yes <input type="checkbox"/> No <input type="checkbox"/>  Date informed:-  Time informed:-
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If visit agreed do the parent / carer consent?  Yes <input type="checkbox"/> No <input type="checkbox"/>  Signature of Parent / Carer:-
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Has the decision not to allow the visit been explained to / discussed with the patient and information given at the Review Meeting? Yes <input type="checkbox"/> No <input type="checkbox"/>  If No state reason(s):-
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Name of professional completing the document:- Print name:-  Date:- Time:- Signature:-
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