

Administration Staff Managing Safeguarding Information in Practice Guidance / Training



To support **administration** staff with managing safeguarding information / documentation in clinical systems in order that this information can support robust safeguarding practice and decision making.

Target Audience:

This is a two-hour virtual session **via Microsoft Teams** for all practice **administration** staff that are responsible for managing safeguarding information.

Objectives

- Recognise the importance of the role of administration staff in “safeguarding” patients.
- Understand the addition of safeguarding information into patient records and how others caring for the patients add data.
- Understand the significance of receiving new records (both electronically and paper-based) and the importance of consistency in reviewing the record received for safeguarding relevant data.
- Know how to deal with safeguarding correspondence.
- Know when to exclude information i.e. redaction and hide from online access.
- Awareness of coding safeguarding information in Primary Care

Date

Thursday 19th September 2024 at 9:30 until 11:30

To book your place on one of the above sessions please follow the MS Teams link [here](#)

Once you have registered for the training you will receive a confirmation email and calendar webinar invitation from MS Teams. If you need to cancel or change your booking, you can do this through your Microsoft Teams Calendar.

If you have any problems booking general questions about the training, you can still contact the team directly via nyccg.safeguardingtraining@nhs.net