

# CRIB SHEET - SAFEGUARDING ADULT INFORMATION

## Safeguarding Contact Note Types

There are 5 different contact note types that can be used to record Safeguarding events on Swift:-

- ◇ **Safeguarding Adult Concern Notification** – to be used to record information which does not indicate progress to safeguarding procedures.
- ◇ **Safeguarding Adult Concern Notification Further Action** – this must be used by the Team Manager.
- ◇ **Safeguarding Referral** – to be used to record information which indicates progress to safeguarding procedures.
- ◇ **Safeguarding Referral Form Update** - to be used to record information which indicates progress through safeguarding procedures.
- ◇ **Safeguarding Manager Validation** – to be used to update/change the information recorded within the referral form.

## How to record a Safeguarding Contact Note and Run the Safeguarding Episode Form

On the Contact Note screen, complete the following fields:

### Note Type

Enter any Safeguarding contact note type of either:-

**Safeguarding Referral**

**Safeguarding Referral Form Update**

**Safeguarding Manager Validation**



*If you enter **Sa** and then press Tab you will be presented with a list of the Safeguarding contact note types.*

### Date

Enter the appropriate date.

### Headline

Enter a headline if necessary.

### Note Details

Enter detail as necessary.

### Start Time/End Time

Enter the start time and end time of the contact. You must use the 24 hour clock and Swift allows you to be minute specific.


You **must** now click .

Click .

*The Report Options screen will be displayed with a list of the reports available from this Swift screen:*


- Click on **Safeguarding Bundle** in the Report Options summary list.



- Click . (The form will display on screen, though it may take a few seconds to appear).

*The following screen will be displayed:*



- You should see the event you created prior to accessing this screen. You will also see the date you entered against this event and the word "**Pending**". In the example above the event that the Safeguarding Episode Form is to be created against is "**Safeguarding Episode Form (Safeguarding Referral), Jan 06 2017 – Pending**".
- Click  next to the event and a Safeguarding Episode Form will appear on the screen.

*The following screen will be displayed:*

Swift ID: 301628

Northumbria Healthcare **NHS**  
NHS Foundation Trust

**SUMMARY OF A SAFEGUARDING EPISODE FORM**

<b>Name:</b>	Mrs Anna Adams (301628)	<b>Date of Birth:</b>	25 Jan 1935
<b>Address:</b>	Northumberland County Council County Hall, Morpeth, Northumberland, NE61 2EF		
<b>Telephone Numbers:</b>	01670 622450 (Home)		
<b>Section A - INITIAL REFERRAL INFORMATION</b>			
Source of Referral	Select Answer ▾		
<b>Please Provide Details</b>			
Type Of Abuse Suspected – please select, more than one type of abuse can be recorded			

## COMPLETING THE SAFEGUARDING EPISODE FORM

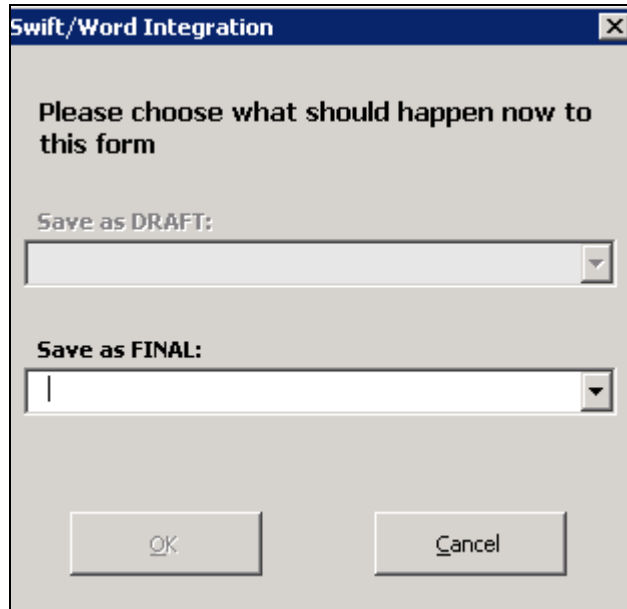
### Recording Details

- When the Form appears there will be certain fields populated by Swift.
- Complete all other relevant fields.
- As with any Word document, it is advisable to regularly save the form so that if there is a problem with your PC, the network or Swift you will not lose the information you have recorded.

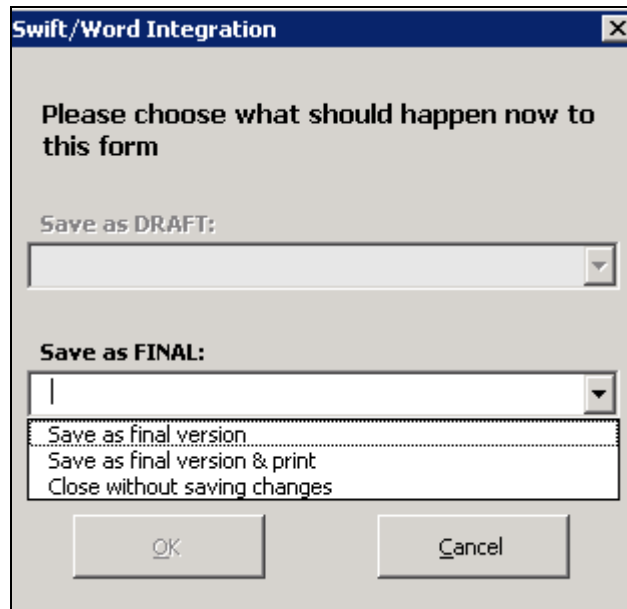
### Saving the Form

- Once a form is saved it cannot be amended, any further updates would need to be done through a new contact note type.
- Click .
- Click .

*The following screen will be displayed:*



- Click on the drop down box.  
*The following options will be displayed:*



- Select appropriate option .
- Click .

## Assistance

For further details on recording Contact Notes in Swift, please refer to the **Contact Notes – Recording a Contact Note** section of the Swift manual.

Please do not hesitate to contact the Systems Support Help Line on 01670 622450 for assistance.