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<b>Author</b>	Poonam Sian	<b>Version issue date</b>	05 June 2015

# Child Protection Information Sharing (CP- IS) Implementation Guide

This information standard (SCCI1609) has been approved for publication by NHS England under [section 250 of the Health and Social Care Act 2012](#).

Assurance that this information standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Standardisation Committee for Care Information (SCCI), a sub-group of the National Information Board.

This information standard comprises the following documents:

- Specification
- Implementation guidance (this document).

An Information Standards Notice (SCCI1609 Amd 27/2013) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

The controlled versions of these documents can be found on the [HSCIC website](#).

Date of publication 06 July 2015.

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# Document Management

## Revision History

Version	Date	Summary of Changes
1.0	05/06/2015	Final

## Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
Jill Hepworth	HSCIC CP-IS Programme Manager	05/06/2015	1.0

## Approved by

This document must be approved by the following people:

Name	Title / Responsibility	Date	Version
Jill Hepworth	HSCIC CP-IS Programme Manager	05/06/2015	1.0

## Glossary of Terms

Term / Abbreviation	What it stands for
ADCS	The Association of Directors of Children's Services Ltd
CP-IS	Child Protection – Information Sharing service
CPP	Child Protection Plan
CPP/ LAC	Generic term for all Child Protection Plan (including Unborn babies) and Looked After Child information
DfE	Department for Education
DH	Department of Health
HSCIC	Health and Social Care Information Centre (new name for NHS Connecting for Health as from April 1st 2013)
LAs	Local Authority
MACS	Migration and Cleansing Service
NHS Spine	The Spine is a collection of national applications, services and directories that support the NHS in the exchange of information across national and local NHS systems

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# 1 Introduction and Background

The Child Protection – Information Sharing (CP-IS) service will deliver the capability to share key information as to whether a child is subject to a Child Protection Plan (CPP) or is a Looked After Child (LAC), which is not currently readily available to clinicians, specifically within Unscheduled Care Settings, where a presenting child is not known to that organisation.

Most information on child protection is held locally and is not shared between all local providers or nationally.

Solutions to share information at a local level between health and social care do not cover the migration of children across local authority boundaries, especially in metropolitan areas. In addition, existing local systems do not make information available when children are seen out of the local area. The CP-IS addresses these concerns and will over time obviate the need for local sharing activities.

## 1.1 Scope of Solution

The scope for CP-IS is currently England Local Authority Children's Services (Social Care) and unscheduled health care settings. This will include:

- Emergency Departments (NHS Trusts)
- Minor Injury Units (NHS Trusts)
- Walk in Centres (CCGs/Primary Care)
- Maternity Units (NHS Trusts) – unscheduled care
- GP Out of Hours only (CCGs/Primary Care)
- Paediatric Wards (NHS Trusts) – unscheduled care
- Ambulance Services (Ambulance Trusts)

The CP-IS service will provide child protection indicator information to *support* decision making processes undertaken by NHS healthcare workers.

An Access to the Service information will provide the children's social care workers with the opportunity to identify when a child's record has been accessed from within an Unscheduled Care Setting.

The child protection information will only *indicate* that a CPP or a LAC status exists for that child and not the full details as to why there is a plan or reason for the LAC status, therefore, the sharing of this child protection information (to be provided nationally) will need to be used in conjunction within any existing processes requiring telephone contact between the NHS healthcare worker and the LA Children's Social Care teams.

The following information will be shared by Social Care and available to health care professionals;

- *NHS Number*
- *Local Authority Name*
- *Local Authority Code*
- *Local Authority Emergency Duty Team Telephone Number*
- *Local Authority Office Hours Telephone Number*

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- *Child Protection Plan Start Date*
  - *Child Protection Plan End Date*
  - *Looked After Child Start Date*
  - *Looked After Child End Date*
  - *Unborn Child Protection Plan Start Date*
  - *Unborn Child Protection Plan End Date*

## 2 About this Document

The purpose of this document is to provide an index to the documentation and guidance to support implementation within NHS unscheduled care settings and Local Authorities.

## 3 Implementation Index

Information on the background of the project and progress can be accessed at:

- The CP-IS website <http://systems.hscic.gov.uk/cpis>

### 3.1 NHS

All referenced documents in this section (with the exemption of the Message Specification) are available from the CP-IS NHS Implementation Support section at <http://systems.hscic.gov.uk/cpis/impsupportnhs>

#### 3.1.1 NHS System Suppliers

The primary document for use by NHS organisations and suppliers is:

- CP-IS NHS System Specification Baseline This document provides details of the requirements and the expected functionality of how the solution will work.

In addition, organisations will need to pay regard to:

- Baseline CP-IS Local Authority System Specification
- CP-IS Domain Message Specification Release Candidate 3(<http://www.uktcregistration.nss.cfh.nhs.uk/trud3/user/guest/group/0/home>)
- CP-IS Information Governance Baseline v1.0

#### 3.1.2 NHS Trust and Providers

Information and guidance designed to help NHS trusts to plan and manage implementation of CP-IS within their organisation is available on the NHS Implementation support section of the CP-IS website. This also includes implementation operational guidance and overview of how CP-IS will be used by the

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NHS. This guidance, supported by representation from DfE, outlines how CP-IS can support local operational procedures.

## 3.2 Local Authorities

All referenced documents in this section (with the exemption of the Message Specification) are available from the CP-IS Local Authority Implementation Support section <http://systems.hscic.gov.uk/cpis/impsupportla>

### 3.2.1 Local Authority System Suppliers

The primary document that will be useful for Children Social Care departments and suppliers is:

- CP-IS Local Authority System Specification

This document provides details of the requirements and the expected functionality of how the solution will work.

In addition, organisations will need to pay regard to:

- CP-IS NHS System Specification
- CP-IS Domain Message Specification Release Candidate 5 (<http://www.uktcregistration.nss.cfh.nhs.uk/trud3/user/guest/group/0/home>)
- Baseline CP-IS Information Governance Document v1.0

### 3.2.2 Local Authority Social Care Providers

Information and guidance designed to help Local Authority Social Care teams to plan and manage implementation of CP-IS within their organisation is available on the LA Implementation support section of the CP-IS website.

The documents listed in the implementation support section include:

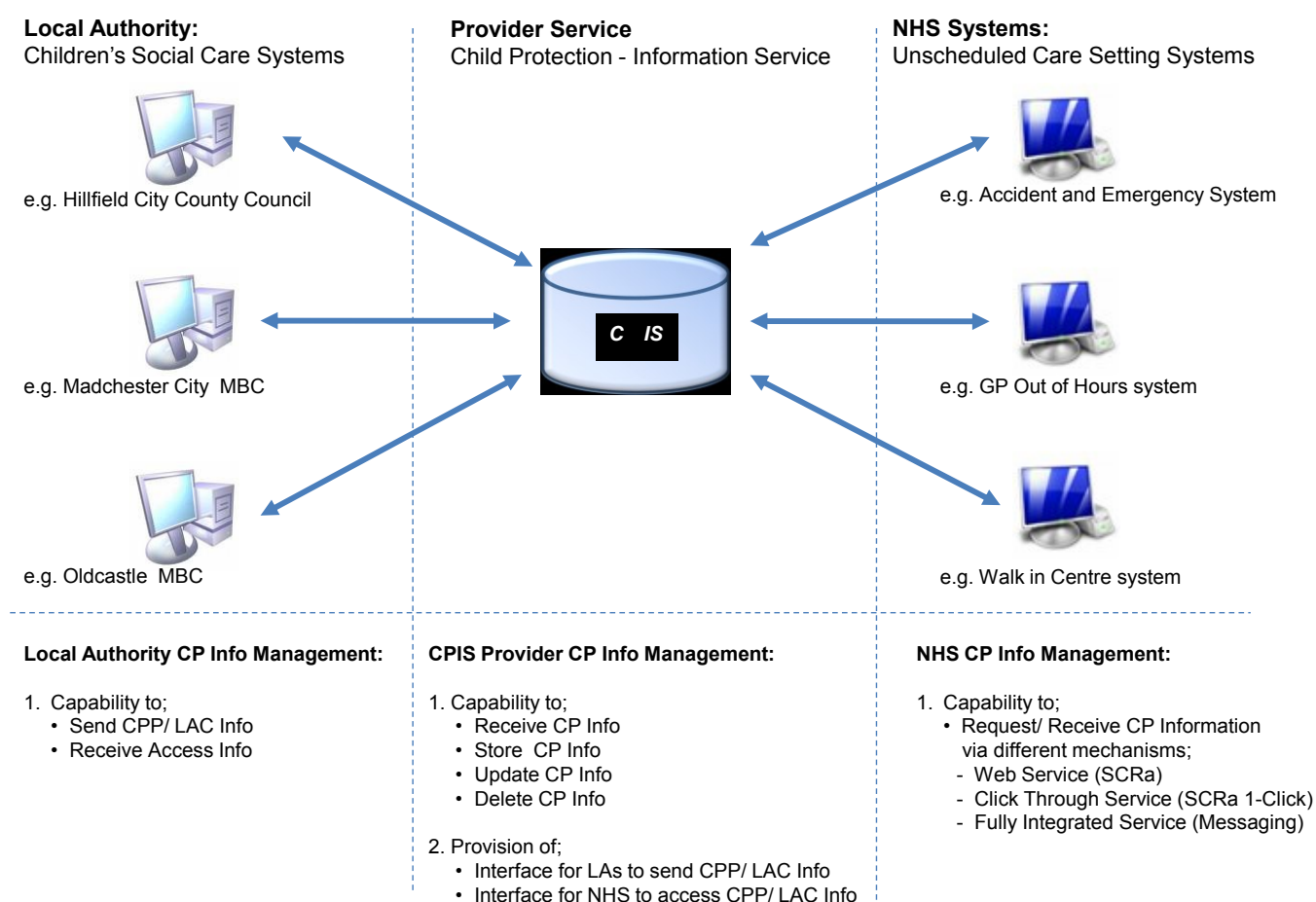
- CP-IS LA operational guide - an overview of how CP-IS will be used within your local authority. This guidance, supported by representation from ADCS, outlines how CP-IS can support local operational procedures.
- CP-IS LA business readiness - overarching guidance that includes a readiness checklist for local authorities.
- CP-IS LA NHS number process - an overview of getting NHS Numbers traced using the MACS service via the National Back Office (NBO)
- CP-IS information sharing protocol – a national sharing agreement, specifically to support CP-IS.

## 4 Implementation Approach and Plan

CP-IS information will be made available to unscheduled care systems via interfaces to the CP-IS held within the NHS Spine. Delivery of the changes within the local unscheduled care systems will be managed at a local level through existing contracts and minimal changes to current business processes.

The proposed standard will ensure that the CP-IS is adopted nationally (in England) by unscheduled care sites so that the benefits are fully realised and the risk to children is reduced.

The diagram below shows the flow of child protection information from the Local Authorities into the central CP-IS service, to be accessed by unscheduled care systems.



A phased approach will be used to implement this CP-IS service, with a First Wave phase followed by subsequent waves in adjacent areas to the First Wave sites to achieve a national rollout by March 2018. This approach has been taken to address complexities, changes costs and benefits arising from integrating different organisations' systems and services, combined with the number of Local Authorities that will be providing this information to the central solution.

The intention is to have a near complete CP-IS national database by December 2015 to make available to the NHS. Ripple deployment arising from areas adjacent to the First Waves implementing the CP-IS service as part of a 'Second wave' and subsequently a 'Third wave' is the only manageable way to deliver this without a

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piecemeal deployment in geographically unrelated areas as you need to ensure that the LAs and NHS sites in areas are all using the information and expand out from these areas until the whole country is active.

Even though there is a risk associated with staged deployments as there will be a period of transition up to the time that the national database is complete, this will be managed by communications to health and social care professionals to make clear which areas are utilising the CP-IS service.

The benefits baseline audit survey, lessons learned and Spine reporting tools will be used to measure the successful implementation/conformance and the benefits.

### 4.1 Timescales

