

DCB1609

Child Protection

Information Sharing

Change Specification

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Information and technology
for better health and care

Data Coordination Board

This information standard (DCB1609) has been approved for publication by the Department of Health and Social Care 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 Data Coordination Board (DCB), a sub-group of the Digital Delivery Board.

This information standard comprises the following documents:

- Change Specification
- Requirements Specification
- Implementation Guidance.

An Information Standards Notice (DCB1609 Amd 113/2018) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

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Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
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Glossary of Terms

Term / Abbreviation	What it stands for
CP	Child Protection
CAP	Common Assurance Process
CP-IS	Generic term for all Child Protection Plan, Unborn Child Protection Plan and Looked After Child information (https://digital.nhs.uk/services/child-protection-information-sharing-project)
DfE	Department for Education
Distributed System	<p>Characteristics:</p> <ul style="list-style-type: none"> a. The organisation has more than one geographical location b. The organisation name and organisation code do not necessarily indicate the geographical/physical location of where the patient may be provided with care c. There are potentially multiple NHS organisations where the patient could be provided with care d. There are potentially multiple safeguarding leads; one for each NHS organisation that the distributed system serves e. When the patient presents to a non-clinical end user (e.g. a call handler) this may or may not lead to the patient being seen by a clinician f. End users may work for multiple services under the same identity (not all of which are necessarily Unscheduled Care Settings)
DfE	Department for Education
DHSC	Department of Health and Social Care
Full Care Order	<i>Under Section 31 (of the Children's Act 1989):</i> It allows the Local Authority to share Parental Responsibility for a Child and determine (after consultation) important issues affecting a child. This would include where a child should live and with whom
Interim Care Order	<i>Under Section 38 (of the Children's Act 1989):</i> The Court can make an Interim (temporary) Care Order until it has time to consider the case fully and until sufficient evidence has been compiled. A first interim Care Order can last for 8 weeks, and thereafter it can be renewed by the Court every 28 days.
IGSoC	Information Governance Statement of Compliance
LA	Local Authority
LAC	Looked After Children For the purposes of the CP-IS project, this will specifically be those children that are subject to a Full, Interim or Voluntary Care Order.
NHS DIGITAL	NHS Digital (formerly the Health and Social Care Information Centre)
National / 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
ODS	Organisation Data Service
PDS	Personal Demographic Service

SCRa	Summary Care Record application
SFT	Secure File Transfer
UCPP	Unborn Child Protection Plan
Validated NHS Number	A validated NHS Number is one that has the correct format and passes the Number check digit calculation.
Verified NHS Number	A verified NHS Number is one where the patient's identity has been cross-checked using demographic details on the Personal Demographics Service (PDS)
Voluntary Care Order	<i>Under Section 20 (of the Children's Act 1989):</i> Children and Young people can be accommodated with the consent of those with parental responsibility

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1. Overview

This Change Specification outlines a number of changes made to the CP-IS Requirement since the original publication of the Standard in June 2015.

This document should be read in conjunction with the latest CP-IS Information Standards Notice (DCB1609 Amd 113/2018) and the latest CP-IS Implementation Guide.

2. Definition

The CP-IS project delivered a solution that shares a specific information set between Social Care and Health unscheduled care settings with regards to Child Protection to help improve decisions around children who are being abused and/or neglected. It created a national solution in England that deals with the issue of migration of children across local boundaries where they are not known in other areas. The dataset shared between social care and health is leading to better outcomes for vulnerable children in society.

The original standard was delivered at a national level across England by 31st March 2019. The changes detailed within this document are to be delivered by 30th November 2019.

3. Overview of changes

The CP-IS Programme has made the following revisions to this standard:

- Maternity Requirements - The CP-IS Programme has extended the age range of CP-IS searches for females (from 18+365 days to 56+365 days) so that they match those currently carried out within the SCRa solution, and changed the search criteria to 'non-Males' to enable the system to gather data for women who have had their Gender mis-recorded when entered by their GP.
- The Programme has also removed the need for specific role codes for Maternity staff, access is now purely governed by Role Based Access Code (RBAC) B0107. This revision has been reviewed by a working Group of NHS Midwives, the CP-IS Clinical Safety Leads and approved by the CP-IS Programme Board, Chaired by the Head of Safeguarding for NHS England.
- 111 Service - the CP-IS Programme has revised the requirement set for 111 and Out of Hours providers to ensure that appropriate information relating to the service accessed and location is sent in the Access to Service Notification (ASN) alert to Local Authorities when children are treated by the 111 service. This change was required following the identification of a number of issues following implementations with a 111 Provider.
- In addition, a number of minor formatting changes have been made to the requirements within the standard.

For more information, please refer to Implementation Guidance.

4. Specific Changes to the published Requirements Specification

4.1 Health & Care Organisations - Conformance Criteria

Section 3.2 of the Specification lists the Conformance Criteria for Health and Care Organisations. The following is a new addition to that section:

Reference	Criteria
10 (New)	NHS Trusts and Providers will ensure that CP-IS is embedded within their local Clinical Safeguarding business processes.

4.2 IT Systems (Health and Care) - Requirements

The following table lists the Requirements that have changed for NHS Systems.

Reference	Description
CP- NHS001	<p>The NHS system MUST use a verified NHS number as the unique identifier to request CP-IS information from CP-IS.</p> <p>Note: PDS MUST be used to verify NHS Numbers.</p>
CP- NHS002	<p>The NHS system must be able to send a CP-IS NHS Query message automatically and without any additional input by the NHS healthcare worker, to trace CP-IS information from within the CP-IS service, once a verified NHS number has been identified locally.</p> <p>Note: If access to CP-IS information is via a distributed system (see definition in Glossary & Terminology), e.g. the 111 Service, then in addition to the above the system should be configurable so that an option exists to send the CP-IS NHS Query message upon first clinical contact with the patient; i.e. when the end user is a clinician</p>
CP- NHS003	<p>The NHS system MUST include the following when submitting a CP-IS NHS Query message to CP-IS;</p> <ul style="list-style-type: none"> - event date/ time of the query submission - the job role profile and name of the NHS healthcare worker - the NHS organisation code, and name, from where the query came from. <p>This information, as outlined within the CP-IS NHS Query message, will ensure that the access to service history information is available for capture and displayed to any subsequent NHS user, querying the CP-IS service and also the Local Authority who will receive a CP-IS Access to Service Notification message</p> <p>Note 1: In some circumstances it may be appropriate to substitute the Job role and name of the NHS healthcare worker with those of the Child Safeguarding Lead. This SHOULD be discussed with NHS Digital.</p> <p>Note 2: If access to CP-IS information is via a distributed system (see definition in Glossary & Terminology), e.g. the 111 Service and the end user is a Call Handler, then in addition to the above the information in</p>

	<p>the CP-IS NHS Query message MUST, where possible;</p> <p>a. Indicate the geographical/physical location of the patient</p> <p>b. Include the job role profile and name of the nominated Safeguarding Lead who is in the same geographical/physical location as the patient.</p>
CP- NHS004	<p>If an integrated solution to view CP-IS information has been decided upon locally and where the NHS system is NHS Spine compliant and using smartcards;</p> <p>The NHS system MUST use Spine RBAC or if not available local access controls to determine whether the user is allowed to access CP-IS. The activity code to view the CP-IS service will be B0107 View Child Protection Plan information.</p>
CP- NHS005	<p>If access to CP-IS information is via the Summary Care Record application, then the NHS healthcare worker MUST have the activity code B0107 View Child Protection Plan information assigned to their smartcard, in conjunction with the existing activity codes to view SCRa, B0264 Access CSA.</p>
CP- NHS007	Withdrawn
CP- NHS008	<p>On receipt of the NHS number, the NHS system MUST be able to determine that the patient is either a child of any gender aged up to 18 years & 365 days or an adult of any gender, except male, aged between 19 years and 56 years & 365 days, in order to trigger a query of CP-IS using the verified NHS number.</p>
CP- NHS010	<p>The NHS system MUST be able to receive the information contained within a CP-IS NHS Query Response message either directly or via a mini service. How the CP-IS information will be displayed to the end user will need to be locally determined, but this MUST include the following items from the CP-IS dataset;</p> <ul style="list-style-type: none"> - Start Dates - End dates - Organisation Name - Organisation Office Hours Telephone Number - Organisation Emergency Duty Telephone Number - NHS Number <p>with only the following exceptions from the dataset, not required for inclusion;</p> <ul style="list-style-type: none"> - Local Authority Child Identifier number (only used in return responses for the children's social care system) - Delete Dates (although they can be assigned to a CP-IS record, the actual delete information will not be displayed to the end user. - Child's Given Name and Family Name (these are only used by the children's social care system and CP-IS to verify the child's NHS Number, it will not be stored for retrieval or display - Child's Date of Birth (this will only be used by the children's social care system and CP-IS to verify the child's NHS Number, it will not be stored for retrieval or display.
CP- NHS011	<p>The NHS system MUST display the 25 most recent CP-IS access to service notification events as contained in the CP-IS response message.</p>
CP- NHS014	<p>The NHS system SHOULD only display positive traces of CP-IS to the NHS healthcare worker, displaying the CP-IS information. Where there is no CP-IS information this SHOULD not be displayed to the NHS healthcare worker.</p> <p>If the CP-IS query fails, the user SHOULD be informed via a user friendly error message. The system SHOULD log the details of the error e.g. date/time, error type, application, user, message details (query & response) if there is one.</p>
CP- NHS015	<p>The NHS system MUST ensure that on receipt of a CP-IS NHS Query Response message, the end user is displayed with the human readable</p>

	<p>form of the following;</p> <ul style="list-style-type: none"> - the Local Authority that initially provided the CP-IS information to CP-IS; and as part of the access event information; - the date & time that the access took place (where/if this is applicable) - the NHS organisation where CP-IS had been previously been accessed from (where/ if this is applicable) - the name of the NHS healthcare worker who has previously accessed CP-IS (where/ if this is applicable) - the role of the NHS healthcare worker who has previously accessed CP-IS (where/ if this is applicable).
CP- NHS016	An NHS system may store the status of CP-IS information locally for longer term retrieval including the access to service information, but it is strongly recommended however, that the date and time of when the CP-IS information was traced SHOULD also be included.
CP- NHS017	Withdrawn.
CP- NHS019	<p>Access to the CP-IS service by NHS unscheduled care systems that do not use Spine based RBAC MUST be controlled by the local systems access controls.</p> <p>Role access could for example be, clinician only access, administrative staff, e.g. receptionists, or a combination of both.</p>
CP- NHS020	<p>When a child of any gender aged up to 18 years & 365 days or an adult of any gender, except male, aged between 19 years and 56 years & 365 days presents within an unscheduled care setting, the NHS system MUST display the demographics and NHS number to the end user following a CP-IS trace, presenting either;</p> <ul style="list-style-type: none"> - the demographic information (and NHS number), with the CPIS information - the demographic information (and NHS number) only following a trace of CP-IS if no CP-IS information was found.
CP-NHS021 (New)	<p>If an integrated solution to view CP-IS information has been decided upon locally;</p> <p>the NHS system SHOULD have the facility to automatically generate and send a report to the named Safeguarding Lead. The report will list all the patients for which there has been a positive trace of CP-IS in the last 'x' days. For each patient the report SHOULD display the Case number & Date, Consultation Type, Overall attendance type and the Consultation Doctor as well as the Date and Time of the CP-IS Queries.</p> <p>The functionality to enable/disable the report, set the frequency and input the Safeguarding Lead details are to be configurable by the System Administrator.</p>
CP-NHS022 (new)	The CP-IS information MUST be cached for the duration of the encounter and a new query to CP-IS only to be triggered if the patient re-attends or the attendance exceeds 24 hours. This is to inform a current view of the child's circumstances so as to not rely on historic information.
CP-NHS023 (New)	The system MUST be capable of retaining CP-IS data and messages in accordance with legislative requirements.

4.3 Local Authority Organisations - Requirements

The following table lists the Requirements that have changed for Local Authority Organisations.

Reference	Requirement
3	Local Authorities MUST ensure that CP-IS records hold a valid and accurate NHS Number as per the legal documentation relating to the child.
5 (New)	Local Authorities MUST ensure that NHS Number compliance against their cohort of CPP/UCPP/LAC children is kept above 95% and uploaded to the NHS Spine.

4.4 Local Authority Organisations - Conformance Criteria

This section describes the Conformance criteria that have changed.

Reference	Criteria
1	80% of Local Authorities to be integrated with National Spine – CP-IS and sharing data with NHS Trusts and Providers by December 2018 and 99% by 31 st March 2020
2	All CPP/UCPP/LAC records hold a valid NHS Number and that there are provisions in place to obtain NHS Number when CP-IS record is created. There is 95%> return for matched NHS numbers uploaded to the NHS Spine.
5	Children's social care teams are routinely obtaining and updating on their Social Care Systems the NHS Numbers for all children with CPP and LAC and UCPP
8	Local Authorities hold valid NHS Number (Mothers) for UCPP as per the legal documentation of the child and multi-agency case conferences.
10 (New)	All Local Authorities MUST ensure that a process is embedded to identify and manage NHS Number upload failures and that these are dealt within 48 hours of identification.
11 (New)	All Local Authorities MUST follow the CP-IS Incident Support Model in reporting any issues affecting the CP-IS service.
12 (New)	All Local Authorities MUST ensure that health partners commissioned to deliver NHS Number matching services have an embedded validation process to ensure the accuracy of the NHS Numbers provided.
13 (New)	All Local Authorities MUST ensure that Access to Service Notifications received by their system are allocated to the Social Care Teams in real time or no more than 8 hours after receipt.

4.5 IT Systems (LA) - Requirements

The following table lists the Requirements that have changed for LA Systems.

Reference	Description
CP-SC018	<p>Where a child's case (or child record) is closed locally by the social care team, (and where an End Date for the CP-IS information has not been uploaded to the CP-IS service), then the children's social care system MUST apply End Dates for each of the relevant CPP/UCPP/LAC items within that child's case (or child record).</p> <p>The End Date will be the date that a child's case (or child record) is closed. The application of the End Date to the record, will trigger the submission of a CP-IS Local Authority Upload message outlining all associated End Dates for that record.</p> <p>In the case of the initial bulk upload of records to the CP-IS Service, a child record MUST not be included in the upload message when it is closed or when the CPP or LAC record has an End Date that is in the past at the point of data extraction / submission to CP-IS. Where there are multiple CPP and/or LAC records for one child and if one or more CPP, UCPP or LAC record has an End Date in the past, only those records without an End Date in the past are to be sent to the CP-IS Service. For example, in the case of a child that has a LAC record with an End Date of 6 weeks ago and a CPP record that has a Start Date of 5 weeks ago and no End Date, only the CPP record would be sent to the CP-IS Service.</p> <p>Following the bulk upload, for reconciliation purposes, a report MUST be made available to the end user which will list the CPP, UCPP and LAC records that were not successfully uploaded to the CP-IS Service due to the End Date being in the past.</p>

4.6 IT Systems (LA) - Conformance Criteria

This section describes the Conformance criteria that have changed.

Reference	Criteria
2	All LA systems developed for CP-IS MUST use validated NHS Numbers to send CP-IS information. These should be validated against the legal documentation for the child and multi-agency case conferences.

4.7 CP-IS Spine Mini Service (SMSP) - Requirements

The following table lists the Requirements that have changed for NHS SMSP Systems.

Reference	Description
CP-IS012	<p>The Service MUST be able to identify circumstances where the NHS number previously provided is no longer active or has been replaced with a new NHS number. Further to this, the Service MUST notify the Local Authority who provided the NHS Number of the inactive state, creating and submitting a CP-IS Inactive NHS Number message, back to the relevant Local Authority.</p> <p>This should be undertaken automatically via the existing Merge notification messaging, and where possible, should also inform the Local Authority of the new NHS number.</p> <p>Upon submission of the CP-IS Inactive NHS Number message, the inactive NHS Number and any associated CP-IS information MUST be logically deleted from the CP-IS service.</p>
CP-IS017	The Service MUST clearly outline the associated validation response to the

Reference	Description
	<p>Local Authority user, within the CP-IS Acknowledgement Response message.</p> <p>Vocabulary for CP-ISUploadFileResponse</p> <ul style="list-style-type: none"> - CPF01: File Level Error - CPF02: Successful File Upload - CPF03: Partial File Upload - CPF04: Unsuccessful File Upload - CPF05: PDS Error – PDS Unavailable <p>Vocabulary for CP-ISUploadRecordResponse</p> <ul style="list-style-type: none"> - CPR01: PDS Error – No Match found for NHS Number - CPR02: PDS Error – NHS Number Matched, but Sensitive record - CPR03: PDS Error – NHS Number not Verified - CPR04: PDS Error – NHS Number Format Incorrect - CPR05: PDS Error – NHS Number Verified, but Superseded - CPR06: Successful Record Upload <p>The Service must support a Local Authority user resubmitting a CP-IS record using the existing method to correct any errors, resulting in a replacement of any previously uploaded CP-IS information.</p>
CP-IS020	<p>The Service MUST be able to identify an existing CP-IS record and replace any CP-IS information for that NHS number provided by the children's social care system upon receipt of a subsequent CP-IS Local Authority Upload message batch file.</p>
CP-IS024	<p>The Service MUST return a CP-IS Acknowledgement Response message batch file, informing the appropriate Local Authority of a successful or unsuccessful upload of CP-IS information.</p>
CP-IS041	<p>Withdrawn.</p>
CP-IS077	<p>The CP-IS service provider MUST be able to identify the following information from within CP-IS, to support service usage requests from the CP-IS Project from within NHS DIGITAL;</p> <ul style="list-style-type: none"> - Confirmation of which children's social care teams have provided CP-IS information - Total current numbers of unique NHS Numbers - Total current number of unique Local Authorities (ODS codes) - Total current numbers of CPPs - Total current numbers of Unborn CPPs - Total current numbers of LAC statuses - Total number of CPPs within a definable period of time - Total number of Unborn CPPs within a definable period of time - Total number of LACs within a definable period of time - Total number of CP-IS NHS Query messages received within a definable period of time - Total number of CP-IS/ Unborn CPPs per Local Authority - Total number of unique NHS organisation's submitting CP-IS NHS Query messages - The above information will purely be for management purposes within NHS DIGITAL and will ideally be available on an ad hoc basis, and available electronically to be sent to the Project Team.
CP-IS087	<p>Withdrawn.</p>
CP-IS088	<p>CP-IS MUST accept the (validated) child records within a file where File Id attribute of the file is of a higher or equal value to a File Id already associated with that child's record within CP-IS.</p> <p>If the File Id attribute of an uploaded file is of a lower value than that currently associated with a child's record on CP-IS, then the child record MUST be rejected</p>