

Submission guide

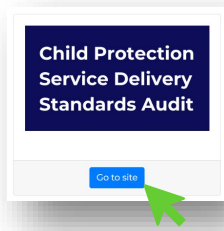
RCPCH Child Protection Service Delivery Standards Audit

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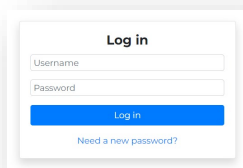
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Getting started

1. Go to dataportal.rcpch.ac.uk
2. Find the Child Protection Service Delivery Standards Audit section, and click 'Go to site'



3. You will be prompted to log in with your username (email address) and password.



First-time logging in? You will need to click 'Need a new password?' and follow the prompts to create a password for yourself. Your username is the email address you registered to participate in the audit with. Contact cpaudit@rcpch.ac.uk if you need help.

4. Once logged in, you'll be able to see the service(s) you are registered to enter or view data for.

Submissions	
Year	Organisation
2023	Standards for Child Protection Medical Assessment Services
	OTest Child Protection Medical Assessment Service TESTCPMAS???

If you are registered to more than one service, they will appear in a list, so you can enter or view data for each one separately. If you would like to add or remove a service, contact cpaudit@rcpch.ac.uk.

5. For each service there are two user access levels:

Editor	<ul style="list-style-type: none">• Registered leads are automatically given this permission level• Has a responsibility for data submission• Can enter and edit service data• Can view service data, national data comparison charts and action plan information
Viewer	<ul style="list-style-type: none">• Typically given this permission level if not registered lead• Cannot enter or edit service data• Can view service data, national data comparison charts and action plan information

The access you have to the service(s) you are registered to will show on the far right of the service name. **If you would like to change your access level, contact cpaudit@rcpch.ac.uk.**

6. Click on the name of your service to begin entering or viewing data.
7. Each service will have a 'Form', 'Summary' and 'Action plan' tab.



The 'Form' tab

The 'Form' tab is for your data submission. **Complete the form in view of the arrangements in place at present, for the child protection medical assessments (as defined [here](#)) that take place at your service within working hours (Monday-Friday, 9am-5pm).**

Each [child protection service delivery standard](#) has between three and eleven good practice indicators. The majority of questions within the form have been developed from these indicators.

The remaining questions are models of service delivery questions. These questions have not been designed to determine whether an indicator or standard is being met; their aim is to provide context to responses and help to develop a clearer picture of service delivery in the UK.

A copy of the full audit dataset can be found [here](#).

Form Summary Action plan

Complete this form in view of the arrangements in place at present, for the child protection medical assessments that take place at your service within working hours (Monday-Friday, 9am-5pm).

Click any individual section or tab to open it.

Save your progress regularly as you complete the form by clicking the blue 'Save' button on the right-hand side of your screen.

Save

Collapse all Expand all Complete Incomplete Not yet met

CPS.1	Multiagency arrangements
CPS.2	Timing of assessments
CPS.3	Consent
CPS.4	Competencies
CPS.5	Supervision
CPS.6	Chaperone
CPS.7	Child & family support
CPS.8	Communication
CPS.9	Photography
CPS.10	Investigations
CPS.11	Peer review
CPS.12	Service QI
CPS.13	Clinician support
CPS.14	Models of service delivery
Sign off	Sign off

1. Each section on the 'Form' tab, from CPS.1 to CPS.14, contains questions that relate to each standard and/or models of service delivery:
 - All sections start off as orange. Once all questions within a section have been answered and the section has been completed and approved, the section will turn green.
 - Click on an individual section to expand it or click the 'Expand all' tab to view all sections at once.
 - Click the 'Collapse all' tab to close sections.
 - Click the 'Complete' tab to view all completed sections.
 - Click the 'Incomplete' tab to view all incomplete sections.
 - Click the 'Not yet met' tab to view where your service has not yet met a standard's good practice indicator.

2. Once you have expanded a section you will see the questions it contains:

CPS.3 **Consent**

CPS.3.a Our written service arrangements state that where possible, written consent for the child protection medical assessment should be taken from a person with parental responsibility.

1. Our written service arrangements state that a Gillick competent child or young person can provide consent if necessary.

2. Our service has a consent form available to facilitate written consent for the child protection medical assessment to be taken.

Yes
 No

Yes
 No

Yes
 No

3. Responses framed in an orange box mean that the question is required to be answered, and a response must be selected.

4. Some questions have a blue question mark icon next to the response options. Click on the icon to see any help notes:

Yes

No

Either on a combined or individual consent form.

5. **Save your progress regularly using the blue Save button on the right of your screen:**



6. You do not have to complete a section in one sitting. Simply save your progress and return to it later.

7. After you have completed all questions within a section click 'Save'. Scroll to the bottom of the section, tick 'Approve', then click 'Save' again:

Tick here to approve and complete this section. You can undo this action if you wish to make edits between now and the end of the submission period.

Approve

Save

This will turn the section green:



If you want to undo this action and change a response within a section, simply go back into the section, scroll to the bottom, click to clear the approval, and click Save.

You can do this as many times as you like (providing the data collection period is still open and you have not completed the final 'Sign off' section of the form – see point 9. below).

Clear approval (to change an answer)

Save

8. Any questions that have been answered in a way that shows that a good practice indicator has not been met will be highlighted in yellow:

CPS.4.b

Our written service arrangements state that child protection medical assessments should be carried out or supervised by doctors who actively engage in relevant continuing professional development.

1. There is a sufficient amount of time in doctors' job plans/rotas to support active engagement in continuing professional development for maintaining skills in seeing child protection cases.

You can also access these through the 'Not yet met' tab.

We've only highlighted these to make it easier for services to see which indicators are not yet being met.

There is no issue with your data completion, and you do not need to alter the response you have provided.

It is important that services answer honestly so they can identify where indicators aren't being met, and we can identify any patterns in responses. For example, if most services within an ICB are not meeting the indicators for photography, we will be able to report this as a focus area for additional funding/resourcing/quality improvement activity.

9. Once sections CPS.1-CPS.14 are green/Complete, you'll be able to 'Sign off' your whole submission.

Sign off

Sign off

Lead signature

As registered Lead for the above-named service, taking part in the RCPCH Child Protection Service Delivery Standards Audit, my signature confirms that:

- questions have been answered to reflect our arrangements for child protection medical assessments that take place within working hours (Monday-Friday, 9am-5pm)
- data provided within the form is accurate to the time of sign off
- I understand that the RCPCH will conduct analyses on these data for use within subsequent reporting in the public domain

Enter your signature (name/initials) and click Save.

You will not be able to edit your submission after you have done this, so please ensure you are happy with your whole submission before completing this section.

The data submission period will end at 23:59:59 Friday 30 June 2023. You will need to sign off your submission by this time.

The 'Summary' tab

On the 'Summary' tab, you will be able to view the responses you have submitted on the 'Form' tab to all questions that relate directly to the standards, alongside those from all responding services within your ICB (England only), your region/country, and all responding services UK-wide.

Models of service delivery data do not appear here but will be analysed and included eventual reporting.

Data that appears on this tab is to be taken as a guide only. Responses will be updating in real time as services complete their data forms. Validated final responses will only be available after the data collection period has closed.

Form Summary Action plan

Summary data that appears on this page is to be taken as a guide only. Responses are updating in real time as services complete their data forms. Validated final responses will only be available to services after the data collection period has closed.

Your responses compared to others

Question	Your responses			Responses within your ICB OTest Integrated Care Board			Responses within your region OTest Region			Responses overall (UK-wide)		
	Met	Not yet met	Percentage met	Met	Not yet met	Percentage met	Met	Not yet met	Percentage met	Met	Not yet met	Percentage met
CPS1 Multiagency arrangements - Section incomplete												

Please note that your responses will only pull through to the 'Summary' tab once the corresponding section of the form has been approved and that section is showing on the 'Form' tab as green/Complete.

1. Data comparisons will show on percentage bars:

Responses overall (UK-wide)

Met	Not yet met	Percentage met
17	1	94%
13	5	72%
13	2	87%
11	4	73%
17	1	94%
13	5	72%
12	6	67%
4	14	22%
1	17	6%

2. Hover your mouse over any data point to see the question it relates to in full:

CPS.2.c.1	Met	0	0
CPS.2.c.1 Our written service arrangements are available for all staff to view on our intranet.			

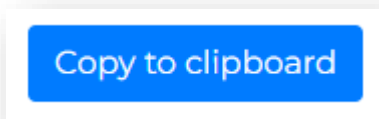
The 'Action plan' tab

On the 'Action plan' tab, you will find a list of all 'not yet met' items. Review this page once you have completed all sections of your audit form.

Copy to clipboard

CPS.1	Multiagency arrangements - Section complete - 4/9 not yet met
<input type="checkbox"/>	CPS.1.b Our service maintains publicly accessible online instructions regarding how to request a child protection medical assessment from us.
<input type="checkbox"/>	CPS.1.b.1 Our publicly accessible online instructions contain contact numbers.
<input type="checkbox"/>	CPS.1.b.2 Our publicly accessible online instructions contain details of the age range of children who we will see.
<input type="checkbox"/>	CPS.1.d.1 Our service has written information available for children explaining the child protection medical assessment process in age-appropriate language.
CPS.2	Timing of assessments - Section complete - All met
CPS.3	Consent - Section complete - 2/7 not yet met
<input type="checkbox"/>	CPS.3.a Our written service arrangements state that where possible, written consent for the child protection medical assessment should be taken from a person with parental responsibility.
<input type="checkbox"/>	CPS.3.b Our service has a consent form available that allows for specific consent to be taken for clinical photography.

1. Press the 'Copy to clipboard' button. This will copy all the information you can see on the page.



2. A pre-formatted action plan template is available to [download on our website](#).

Action plan template - Child Protection Service Delivery Standards Audit RCPCH Audits

How to use

1) Go to the 'Action plan' tab on the audit data collection platform, and select 'Copy to clipboard'

2) Right click the light blue cell below (cell A7), and select Paste Options > Match destination formatting:

3) Enter actions and further detail in columns D-H, and save to a location of your choice to make updates in future. This document is not a requirement of the audit; it is for your own, optional, local use.

Paste Options:

Item	Section/Item number	'Not yet met' item detail	Actions to achieve item	By who	By when	Status	Notes

3. You can paste the information copied into this template (following the instructions in red), or into your own spreadsheet or document, to assist with your service's action planning.
This is not a requirement of the audit; it is for your own, optional, local use.