

PRIMARY CARE

Aim: To be aware of significant adults living with or having a significant impact on the lives of children.

Children under the age of 16 should be registered at the same practice as an adult with parental responsibility (the exception to this is where both parents are employed by HM Forces, in which case their primary care will be provided through the military service. As a result, their children will be registered with a different GP practice).

At registration post birth

- Complete practice registration form to accompany GMS1 form and obtain proof of identification.
- Enter person of parental responsibility in electronic medical record and scan registration form to notes.
- Ensure all adults living in the same address are listed, including:
 - o Partner address if different from the mother's.
 - o Parents / grandparents / adult siblings / lodgers.



Pre-school boosters

- Have there been any changes?
- Is there a new partner?
- Pay particular attention if there is a change of address.
- **If there are changes, ensure this is documented / scanned in electronic notes.**

If a child is placed in foster care or has become looked after, these changes must be updated in the relevant patient records.



Registration of child under 18 with new GP

- **Consider potential safeguarding risks of young people aged 16-18 registering alone.**
- Complete practice registration form to accompany GMS1 form, check proof of ID.
- Enter person with parental responsibility in electronic record and scan registration form to notes.
- Ensure all adults living in the same address are listed, including:
 - o Partner address if different from the mother's.
 - o Parents / grandparents / adult siblings / lodgers.

When safeguarding concerns arise, remember to ask about all adults living at the same address and significant adults caring for the child, and document these details in the child's medical record.

For Children Looked After (CLA) details of where the child lives and with whom, such as friends, relatives, foster carers, residential settings, should be recorded, in addition to contact details of their assigned social worker.

If a child under 16 attempts to register alone or with an adult that does not have parental responsibility, the Practice Child Safeguarding Lead should be alerted.