

Maternity Safeguarding Records – Sensitive and Social information Flagging and Storage Standard Operating Procedure (SOP)

Policy information

Procedure number: 1531

Classification: Clinical

Supersedes: New SOP

Local Safety Standard for Invasive Procedures (LOCSSIP) reference: NA

National Safety Standards for Invasive Procedures (NatSSIPs) standards: NA

Version number: Version 1

Date of Equality Impact Assessment: 05/08/2026

Approval information

Approved by: Maternity Written Document Group

Date of approval: 30/07/2026

Date made active: 17/08/2026

Review date: 30/07/2029

Summary of document:

This SOP details the appropriate procedure for appropriately highlighting on BadgerNet electronic recording system the presence of sensitive safeguarding documentation, which is held securely on the Safeguarding in Pregnancy (SIP) Database.

Scope:

This SOP applies to Hywel Dda University Health Board staff involved in accessing, creating, or managing maternity records on the electronic patient records.

To be read in conjunction with:

[607-Sharing Information in Pregnancy Procedure v2](#) (opens in a new tab)

Patient information: N/A

Owning group: Maternity Guideline, Audit and Research Group 30/07/2026

Executive Director, job title: Chief Operating Officer

Reviews and updates:

New Guideline – version 1 30.7.2026

Keywords: Sensitive, Safeguarding, Alert, Safeguarding in Pregnancy (SIP)

Glossary of terms

SIP – Safeguarding in pregnancy

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Scope

This SOP applies to Hywel Dda University Health Board staff involved in accessing, creating, or managing maternity records on the electronic patient record on BadgerNet.

Purpose

The purpose of this SOP is to ensure that all safeguarding information relating to service users is recorded, flagged, and stored consistently and securely. This procedure protects confidentiality, ensures staff awareness of relevant safeguarding concerns, and maintains compliance with information-governance requirements.

Key Principles

- Sensitive Detailed safeguarding documentation must be held securely within the Safeguarding in Pregnancy (SIP) Database.
- The presence of Safeguarding information must not be recorded within the Badger Net clinical system, unless a **safeguarding alert** 🚩 is present.

Staff must be clearly alerted to the fact that safeguarding information exists and needs to be accessed via the **SIP database**, in line with the Sharing of Information policy. [607-Sharing Information in Pregnancy Procedure v2](#) (opens in a new tab)

Procedure

Purpose of marking record as sensitive

Marking a record as sensitive restricts visibility and ensures additional confidentiality controls.

Marking the Record as “Sensitive” on BadgerNet

When a safeguarding concern is identified, staff must select the “**Sensitive Record**” ⚠️ option within the patient’s digital record.

1. In the open pregnancy record, select – ‘**Enter new note**’, at the top of the left-hand panel.
2. Go to ‘**Search**’ box – type in ‘**sensitive**’.



The screenshot shows the BadgerNet interface. On the left, there is a sidebar with a search box labeled 'Enter new note...' and a list of categories: 'Pregnancy Summary' (highlighted in green), 'Notes During Pregnancy', 'GROW', 'Fetal Medicine', and 'Traces (BSCS)'. On the right, there is a search box labeled 'Search' with the word 'sensitive' entered. Below the search box, there is a section titled 'Woman Forms' with a checkbox labeled 'Sensitive Status' which is checked.

This will show a box to ‘**tick**’, when the record is sensitive.

Once saved – the ‘**sensitive**’ icon will appear top left of record - see icon below.



Purpose of the Safeguarding Alert

- The alert notifies staff that a safeguarding **SIP2** record exists.
- The alert directs staff to the **SIP** database.
- The alert is not a record of safeguarding content.

Adding the Safeguarding Alert – Flag in BadgerNet

- Go to **'Social'** (left hand side of patient record)

The screenshot displays the BadgerNet patient record for a woman named Green, Poppy. The interface includes a top navigation bar with tabs like Patient, Woman Lists, Baby Lists, Risk Lists, SPA Referrals, Unit Reports, Clinics, Handover, Service Console, and CTG Traces. The patient's name and ID are prominently displayed at the top. A left-hand sidebar lists various record sections, with 'Social' highlighted in green. The main content area is titled 'Social' and contains a 'Social Assessment' section with tabs for Summary, Correspondence, and Notes. The 'Summary' tab is active, showing a 'Social Issues' section with a date and time recorded, a checkbox for household member status, and a section for social services support. Other sections include 'Child/Family Details' with fields for previous and additional children, 'Father/Partner Details', and 'Vulnerabilities'. On the right side, there are sections for 'Reports', 'Child Birth/Discharge Plan', and 'Contact Information', including a 'Safeguarding Emergency Contact' section with fields for address and telephone. At the bottom, there is a navigation bar with links to Alerts and Incidents, Critical Incidents, Alerts (2), Screening and Tests, Baby Alerts, and Switch User.

- **Complete Social part of patient record.**

Social Issues

GREEN, POPPY (NHS: 860 398 2074 | Hospital Number: 000000100)
 22 Apr 92 (Current Age: 33) | 12 THE TEST STREET, TEST LAND, SA10 8TT | (Not Recorded)
 G1 P0+0 | LMP: 19 Feb 26 | Booked: 30 Mar 26 at 12:23 | EDD (Final): 26 Nov 26 | Current Gest: 5+4 | Babies on scan: 1 | Booking BMI: 22.76 | Current BMI: 22.76

Note Date and Time

Date and Time Recorded: 30 Mar 26 at 14:59 Gestation 5Weeks, 4Days

Completed By: Lisa Williams-Gwyther Use current user...

Is there anyone else that lives in the household ☐ Yes ☒ No

Have you or any household member had social services/social care support in the past ☒ Yes ☐ No

Any household member has current social services/social care support ☒ Yes ☐ No

Details: prev

CP-IS accessed ☐ Yes ☐ No ☐ N/A

Previous Child or Children

Do you have any previous children? ☒ Yes ☐ No

Previous Child(ren) Subject to Child Protection Plan ☐ Yes ☐ No

Previous Child(ren) in Need ☐ Yes ☐ No

Previous Child(ren) in Foster Care ☐ Yes ☐ No

Previous Child(ren) Adopted ☐ Yes ☐ No

Previous Child(ren) Living Elsewhere ☐ Yes ☐ No

Details:

- **In Additional notes;**

Select – **Override show/hide of yellow Social Flag – YES-Show.**

In ‘**Summery of Concerns**’ – Document – “ **SIP 2 record – Please access SIP database** ”.

Additional Notes

Additional Notes

Override show/hide of yellow Social Flag ☐ No ☒ Yes - Show ☐ Yes - Hide

Safeguarding Indicator of Need ☐ Red ☐ Amber ☐ Green

Summary of Concerns

Once saved - a yellow alert flag icon to the maternity record.



IMPORTANT- No further safeguarding details are to be recorded in the BadgerNet clinical system.

All information needs to be recorded on the **SIP2 record**, within the **Summary of Concerns** and **Record of Contact**.

Storing Safeguarding Information

All safeguarding documents must be attached and saved to the **SIP2 Record** within the SIP database.

Responsibilities

All Hywel Dda University Health Board staff must follow this SOP when handling maternity safeguarding records.

Staff must not add narrative safeguarding information to the clinical system but record this within the **Record of Contact** within the **SIP2**.

Compliance

Failure to follow this SOP may lead to confidentiality breaches, governance non-compliance, and increased risk to service-user safety.

Review

This SOP should be reviewed tri- annually or sooner if system processes or safeguarding policies change.

Reference

NICE CG110 Pregnancy and complex social factors: a model for service provision for pregnant women with complex social factors- <https://www.nice.org.uk/guidance/cg110>

NICE QS116 Domestic abuse and violence <https://www.nice.org.uk/guidance/qs116>.