

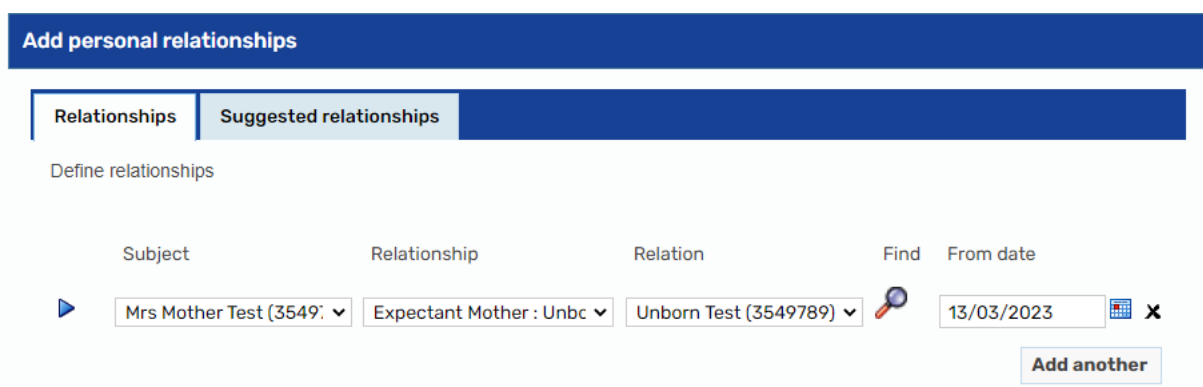
Children's Services Quick Guide

Recording unborn babies, miscarriages, terminated and fabricated pregnancies

Unborn babies are created in Mosaic when it is believed that a pregnancy has been identified. The record must then be updated correctly to record the outcome or the pregnancy. This avoids duplicate records being created and records a history of pregnancies that can be referred to.

Creating a record for an unborn baby

A record will need creating for the unborn baby linked via **Personal relationships** to the expectant mother. The correct naming convention must be used and record the Due date as the **Date of Birth**.



Complete the fields as follows:

- **Relationship** – Select **Expectant Mother:Unborn Child**, this can be repeated to add the father as **Expectant Father:Unborn Child**. DO NOT add any relationships between the Unborn baby and siblings
- **Relation** – When creating the Unborn baby use the naming convention '**Unborn (mother's surname)**' as in the example above.
- Click on **Save and Close**, then **OK** to return to the Mother's **Person Summary** Screen

The Mother's NHS number within her **Person Summary** screen must now be recorded to create a link to the NHS Care Portal.

- Click on **Person details > References**
- Click on **Add**
- **Reference Type** – select **NHS Number**
- **Reference** – record the Mother's NHS number
- Click on **Save**

The record is now complete and will need updating in the future to record the outcome of the pregnancy.

Updating a record for a born baby

Once a baby is born a number of fields will need updating on the record as follows:

- **Name**
- **Date of birth**
- **Gender**
- **Pronouns and Gender/Pronoun notes**
- **Sex (as per Health System)**
- **Ethnicity**
- **Personal relationships**
- **NHS number** for those on a Child Protection Plan

To update the **Name**, **Date of birth**, **Sex**, **Gender** and **Ethnicity** click on **Personal details > Basic details**, the **Amend basic details** screen displays.

Amend basic details - Unborn Test (3549789) Due date 12 Sep 2023

Fields marked with a * are required

Title

First names

Date of birth

Gender

Pronouns

Last name*

or age

Gender/Pronoun notes

Sex (as per Health system)

Male Female Unknown

Intersex

Context*

Adult Child

Ethnicity

Sub ethnicity

First language Interpreter needed?

Fluency in English

Religion Practising?

Nationality

Country of birth

Marital status

Update the fields as appropriate and click on **Save**.

To update the **Personal relationships**, click on **Person details > Personal relationships**, the relationships currently linked to the unborn display. You can also access the Personal relationships by clicking on **Change** on the Personal relationship box on the Person summary screen.

Personal relationships - Unbornx Test (3549789) Due date 12 Sep 2023

Show entries Search:

Relationship	Relation ID	Relation name	From date	To date	
Unborn Child of Mother Test	3549788	Mother Test	13 Mar 2023		

Showing 1 to 1 of 1 entries

Click on the edit icon against the relationship listed to open the **Amend personal relationships** screen.

Amend personal relationship - Unborn Test (3549789)

Fields marked with a * are required

Relation Mother Test (3549788)

Relationship type * Unborn Child : Expectant Mother

From date * 13/03/2023

To date

Unborn Test (3549789) is the Unborn Child of Mother Test (3549788)

Unborn Test (3549789) has parental responsibility.

Unborn Test (3549789)'s role with regard to Mother Test (3549788)

- | | |
|--|--|
| <input type="checkbox"/> Advocate | <input type="checkbox"/> Alleged Abuser |
| <input type="checkbox"/> Carer with Legal Order (SGO/CAO/RO) | <input type="checkbox"/> Connected Person Carer |
| <input type="checkbox"/> Deputy for Personal Welfare | <input type="checkbox"/> DWP Appointee |
| <input type="checkbox"/> Direct Payment Audit Representative | <input type="checkbox"/> Deputy for Properties and Affairs |
| <input type="checkbox"/> Guardian (CA 1989) | <input type="checkbox"/> Emergency Contact |
| | <input type="checkbox"/> Financial Representative |
| | <input type="checkbox"/> Guardian (MHA 1983) |

- **Relationship type** field as appropriate, in the example above the field would be updated to Daughter:Mother.
- Click on **Save**
- Repeat for any further relationships that need updating
- Then click **OK**

For children on a Child Protection Plan or are a Child in Care, the child's NHS number within their **Person summary** screen must now be recorded to create a link to the NHS Care Portal.

- Click on **Person Details > References**
- Click on **Add**
- **Reference type** – select **NHS Number**
- **Reference** – record the child's NHS number
- Click on **Save**

The record should now be completely updated.

Updating a record for miscarriage, fictitious and terminated pregnancies

If the pregnancy has resulted in a miscarriage, was fictitious or has been terminated the following fields on the Unborn baby's record will need updating:

- **Name**
- **Date of death**
- **Personal relationships**

To update the **Name**, click on **Person details > Basic details**, the **Amend basic details** screen displays. Alternatively from the **Person summary** screen, click on **Change** next to **Basic details** in the **Demographic information** section.

Amend basic details - Unborn Test (3549789) Due date 12 Sep 2023

Fields marked with a * are required

Title

First names

Date of birth

Gender

Pronouns

Last name*

or age

Gender/Pronoun notes

Sex (as per Health system)

Male Female Unknown

Intersex

Context*

Adult Child

Ethnicity

Sub ethnicity

First language Interpreter needed?

Fluency in English

Religion Practising?

Nationality

Country of birth

Marital status


Save Cancel

Update the **First names** field to **Unbornx** and click on **Save**.

A **Date of death** will need recording as either the date of the miscarriage or the date you were notified (if unknown).


Click on **Person details > Date of death**. Enter a date in this screen as appropriate. Then click on **Save**.

To update the **Personal relationships** click on **Person details > Personal relationships**, the relationships currently linked to the unborn display. Alternatively, click on **Change** next to **Personal relationships** on the **Person summary** page.

Personal relationships - Unbornx Test (3549789) Due date 12 Sep 2023					
Show 15 entries		Search:			
Relationship	Relation ID	Relation name	From date	To date	
Unborn Child of Mother Test	3549788	Mother Test	13 Mar 2023		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Click on the  edit icon against the relationship listed to open the **Amend personal relationship** screen.

Amend personal relationship - Unbornx Test (3549789)

Fields marked with a * are required

Relation: Mother Test (3549788)

Relationship type*: Unborn Child : Expectant Mother

From date*: 13/03/2023

To date:

Unbornx Test (3549789) is the Unborn Child of Mother Test (3549788)

Unbornx Test (3549789) has parental responsibility.

Unbornx Test (3549789)'s role with regard to Mother Test (3549788)

<input type="checkbox"/> Advocate	<input type="checkbox"/> Alleged Abuser
<input type="checkbox"/> Carer with Legal Order (SGO/CAO/RO)	<input type="checkbox"/> Connected Person Carer
<input type="checkbox"/> Deputy for Personal Welfare	<input type="checkbox"/> DWP Appointee
<input type="checkbox"/> Direct Payment Audit Representative	<input type="checkbox"/> Deputy for Properties and Affairs
<input type="checkbox"/> Guardian (CA 1989)	<input type="checkbox"/> Emergency Contact
	<input type="checkbox"/> Financial Representative
	<input type="checkbox"/> Guardian (MHA 1983)

In the **To date** field enter the same date entered in the Date of death field. Click on **Save** and repeat for any other existing relationships.

Once these details have been updated, the work from the unborn will need to start being removed so the record can be deleted.

Moving the information recorded on miscarriage, fictitious and terminated pregnancies

For pregnancies that did not progress beyond 24 weeks, the information which has been added to the unborn baby's record needs to be moved onto the expectant mother's record. The reason for this is that under GDPR, we should not hold records for babies who were not born & their record will need to be deleted from the system. So that any information recorded is not lost as it may be needed if other children or unborn's in the family are referred into Children's Services, any relevant information such as worksteps or case notes need to be recorded onto the expectant mother's record. Any pregnancy that progressed beyond 24 weeks but did not result in a live birth, should be recorded in the above section but the record will not need to be deleted.

If the unborn record has worksteps recorded, the worker must access **Documents** and in the Forms and letters tab, select all forms and then click on **Download selected forms and letters**. The worker must then check the **Attachments** tab and download any attachments in the same way.

Filed documents - Unbornx Test (3549789) Due date 12 Sep 2023

Forms and letters | Attachments

Documents shown for this person only

Show 15 entries Search: []

Document	Category	Sub-category	Type	Subjects	Date	Step status	Actions	Download
SC Childrens Social Care Request C0125	CS Social Care	Requests and Closures	FORM	[]	08/03/2023 09:59:48	Incomplete	[]	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Show more people Download selected forms and letters Create

As well as any Documents, copies of any Case notes must also be downloaded. This can be done by clicking on **Print multiple case notes** and then **Print** saving as a PDF.

If there is any **Child protection history** recorded, this should be downloaded as a PDF. From the Person summary, click on Child protection history and if there is any information displaying, use the **Print** button to save a copy as a PDF.

Once downloaded and saved, the worker must open the mother's record, open the **Documents** and then **Attachments** and use the **Upload** button to attach copies of the downloads. Depending on the circumstance, these should be titled in the naming convention as follows:

- **Fabricated Preg, Document Name, Date in reverse**
- **Miscarried Preg, Document Name, Date in reverse**
- **Terminated Preg, Document Name, Date in reverse**

Forms and letters **Attachments**

Documents shown for this person only

Show 15 entries Search:

Document	Category	Sub-category	Type	Subjects	Date	Actions	Download
No records to display							

Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

[Show more people](#) [Download selected attachments](#) **Upload**

A Case note should be added to the mother's record to highlight that some attached documents relate to a non-viable pregnancy. This case note should have the **significant event** tick box ticked so it appears bold in the list of case notes.

The worker must then contact the Mosaic Helpdesk and ask for the miscarried, terminated, or fictitious pregnancy's record to be deleted.