**West Sussex – Practice Guidance**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**Ofsted Notifications**

**Purpose**

This document sets out the guidance and responsibilities for the notification of serious incidents and child deaths. It should be read alongside:

Working Together (2018) [working together 2018 - Google Search](https://www.google.com/search?q=working+together+2018&sourceid=ie7&rls=com.microsoft:en-GB:IE-Address&ie=&oe=&safe=strict&gws_rd=ssl) and;

Pan Sussex Safeguarding Procedures;

<https://sussexchildprotection.procedures.org.uk/>

**Reporting Safeguarding Incidents**

From 29 June 2018 local authorities in England must notify the national Child Safeguarding Practice Review Panel **within 5 working** days of becoming aware of a serious incident.

You should report incidents where the local authority knows or suspects that a child has been abused or neglected and:

* the child dies (including suspected suicide) or is seriously harmed in the local authority’s area
* while normally resident in the local authority’s area, the child dies or is seriously harmed – outside England

(see document below for definition of ‘Seriously Harmed’)

You should also report the incident to the relevant local safeguarding children board (LSCB) at the same time as notifying the panel.

**Online notification form**

Use the [online form](https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Serious_Notification.ofml) see below to notify the Child Safeguarding Practice Review Panel.

**For cases of child death, you should:**

* submit a separate notification form for each child that died

**For cases of serious harm to siblings, you should:**

* only submit a single notification form providing details of the harm suffered by all the children in the family

**For cases of serious harm to more than one child, where the children are not siblings, you should:**

* submit a separate notification form for each child

**For Child Sexual Exploitation (CSE) cases where there is a large-scale police operation in progress, where there can be large numbers of children who are either witnesses or victims, you should:**

* submit a single notification form for the main child who is believed to be a victim of abuse and add brief identifying details of the other children understood to be victims in the case outline free text box

All notifications will be shared with Ofsted and the Department for Education (DfE).

**Local authorities can also use this form to notify Ofsted and the Secretary of State for Education of the death of a child who is looked after, where abuse or neglect is not known or suspected, as required by paragraph 20, Schedule 2 of the Children Act 1989.**

Children’s social care providers’ should use the separate [notification form](https://www.gov.uk/government/publications/notify-ofsted-of-an-incident-form-for-childrens-social-care-providers) for adoption support agencies, children’s homes, independent fostering agencies, residential family centres, secure children’s homes.

**Contact details**

**The Child Safeguarding Practice Review Panel**

Postal address:

Panel Secretariat   
c/o Department for Education   
Level 8, Sanctuary Buildings   
Great Smith Street   
London SW1P 3BT

Email: [Mailbox.NationalReviewPanel@education.gov.uk](mailto:Mailbox.NationalReviewPanel@education.gov.uk)

|  |
| --- |
| In urgent situations, particularly if there is significant media interest in a particular incident, call Ofsted on 0300 123 1231. |

**Timeframe**

Day one:

* The person who becomes aware of the incident must inform their Line Manager/The Head of Safeguarding/ and the Head of QA and PI.
* The Head of Safeguarding will inform the LSCB, if required.
* The Line Manager will inform the relevant Line Managers, including the relevant Service Lead.
* The Line Manager will prepare a draft briefing (please refer to ‘Need to Know Guidance)’.
* Inform the relevant Senior Manager and the Out of Hours Team of the incident.
* Seek and include legal advice.
* A ‘lead officer’ will be nominated as the accountable person.
* Where MASH identify that the referred child is normally resident in another Local Authority, they will contact the relevant Local Authority. This should be done regardless of whether the referred child is known to the originating Local Authority or not.
* If a child whose death or serious injury is notified to the LSCB is normally resident outside West Sussex, the LSCB will provide notification of that death or injury to the appropriate Local Safeguarding Board in writing immediately upon receipt of the notification
* Where there may be child protection concerns for the referred child or any associated child MASH will hold a strategy meeting in accordance with the Pan Sussex Protocol

Day two to four

* Service Leads will maintain oversight of the process and ensure that the lead officer is regularly updated.
* The lead officer will track all actions relating to the incident and ensure that the ‘Need to Know’ guidance is followed.
* The lead officer in liaison with the Head of QA & PI will agree who will complete the notification

Day five

* The notification is made to Ofsted – this is made by the DCS in WSCC.
* The form is an ‘online form’ however, the content must be approved by the Head of Safeguarding and Head of Social Care – before sending it to the DCS (see word document below).
* The Head of QA & PI will consider whether any further action is required in liaison with the Head of Safeguarding
* A record is made of all notifications made by the DCS.

**Media**

In all situations, the anonymity of the child must be preserved. Before any involvement with the press, legal advice should be recorded and passed with the “Need to Know” to the DCS who should be consulted prior to media activity.

**Monitoring**

All notifiable incidents will be collated and reviewed by the Head of Quality Assurance & Practice Improvement for reporting as part of feedback to CFSLT.

**Reference Points;**

Read the relevant legislation to find out what incidents you need to inform Ofsted about.

* [The Children’s Homes (England) Regulations 2015](http://www.legislation.gov.uk/uksi/2015/541/contents/made)
* [The Fostering Regulations 2011](http://www.legislation.gov.uk/uksi/2011/581/contents/made)
* [The Adoption Regulations 2003](http://www.opsi.gov.uk/si/si2003/20030370.htm)
* [The Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005](http://www.legislation.gov.uk/uksi/2005/2720/contents/made)
* [The Residential Family Centre Regulations 2002](http://www.opsi.gov.uk/si/si2002/20023213.htm)
* [The Residential Family Centres (Amendment) Regulations 2013](http://www.legislation.gov.uk/uksi/2013/499/contents/made)
* <https://www.google.com/search?q=Section+35,+Safeguarding+Vulnerable+Groups+Act+2006%3B+www.legislation.gov.uk%2Fukpga%2F2006%2F47%2Fsection%2F35.&sourceid=ie7&rls=com.microsoft:en-GB:IE-Address&ie=&oe=&safe=strict&gws_rd=ssl>

 