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To: All Children’s Services Staff

**PRACTICE DIRECTIVE – Child Death Notifications & Serious Incidents – Initial Process**

**Updated October 2019**

The following Practice Directive has been issued following a review of the initial notification processes conducted in relation to a child death or a serious incident involving harm to a child 0-17 years and/or a care leaver 18-25 years.

In the event of a child death, the allocated worker or Triage worker is also responsible for following the Child Death Notification process <https://www.ecdop.co.uk/LondonNewham/Live/public/>.

**Definition of Serious Incidents**

For the purposes of this Practice Directive, a serious incident is defined as one of the following where a child living in Newham or in the care of the Local Authority is **either** a victim or a perpetrator

* *murder, attempted murder or manslaughter*
* *rape*
* *torture*
* *kidnapping*
* *false imprisonment*
* *firearms offences*
* *a knife or gun crime or other serious assault*
* *abuse or neglect*
* *suicide or attempted suicide*

**Notification Process**

When notification of a child death or serious incident is received by Triage or another service (if the child’s case is open), it is the responsibility of the Service Manager to complete this form on the same day that the notification is received. Notifications received out of hours will be completed by the Emergency Duty Team Social Worker after contacting the on-call Service Manager. The on-call Service manager will review and forward to the on-call Head of Service and Director.

**Briefing Author Details**

|  |  |
| --- | --- |
| Name & Designation & Contact Number: |  |
| Date, time and method of notification |  |
| Date and time briefing completed |  |

**1. Childs and Family Details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Date of Birth: |  |
| Parent or Carer details |  |
| Legal status |  |

**2. Circumstances of the child’s death/ serious incident (if known)**

|  |
| --- |
| *Please use the following section to provide a short summary of the circumstances of the death or incident including the date, all names of children or young people involved and how it came to the notice of the department.* **Information Provided In the Notification of Child Death:** |

**3. Children’s Social Care involvement**

Was/is the child or family known to Newham Social Care: Yes[ ]  No [ ]

If yes details of allocated worker, team and service

|  |
| --- |
| *If yes, please summarise the reasons and dates of involvement and any significant events that relate to the current incident use the following section to provide a short summary of the circumstances and length of Social Care Involvement including the name of any allocated worker.*  |
| Case reference number |  |

**4. Significant involvement of other LBN services**

Was/is the child or family known to other LBN services: Yes[ ]  No [ ]

Name of allocated worker, team and service:

|  |
| --- |
| *Reason for involvement* |
| Case reference number:  |  |

**5. Media reporting**

Is there likely to be media or public interest at this stage: Yes[ ]  No[ ]

If yes, contact should be made with the Council’s Press Officer via the Head of Service

**6. Next Steps to be taken**

Rapid Response Meeting [ ]  Strategy meeting [ ]  CDOP Review [ ]  SCR Sub-group (if abuse or neglect is known or suspected [ ]  Gold Group meeting Other [ ]

|  |
| --- |
| *Please use the following section to detail any further action required if necessary.* |

***Please submit this form on the same day of notification to the Directorate Management Team as listed overleaf and resubmit with part 7 completed within 3 working days.***

**Consideration of Family, Carer and Staff needs**

Guidance on the immediate steps to be taken is contained in the following link. <http://newhamchildcare.proceduresonline.com/p_death_serious.html>

**7. Briefing Update within 3 working days**

The Service Manager is responsible for providing an update

|  |
| --- |
| *Dates and type of meeting(s) held**Key Outcomes:**Action being taken to safeguard the child and any linked children**Details of additional information that has come to light since the initial briefing:**Timeframe for review and follow up:**Date of next up to date to Directorate Management team:* |

**8. Notification to Ofsted**

The Designated Manager (Death or Serious Injury to a Child) is responsible for completing the [**Notification Form for Serious Childcare Incidents**](https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Serious_Notification.ofml) in the following circumstances:

* death of a child (including suspected suicide) where abuse or neglect is known or suspected
* serious injury to a child where abuse or neglect is known or suspected
* death of a looked after child
* death of a child in a regulated setting or service

**Copies of this Briefing and subsequent updates are to be sent immediately to:**

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