Significant Incident Briefing to Senior Managers

Section 1

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| Reason for  Notification including name and age of child subject to notification: | |  | Date & time of incident: |  |
| Type of Incident | |  | Status of case: |  |
| Names, ages and DOB of all family/household members, consider use of genogram: | |  | Locality: |  |
| Has the child previously been in care: | |  | Allocated worker if open case: |  |
|  | | | | |
|  | Child death (does not replace child death notifications to CDOP or any other processes) | | | |
|  | Child ‘seriously harmed’ in LA area (Working Together 2018) | | | |
|  | Child missing from home or service provision | | | |
|  | Accident/incident notifiable to the Health & Safety Executive | | | |
|  | Significant impact of a provision of service, e.g. children’s home registration changes | | | |
|  | A high profile case in Court/Coroner’s Court | | | |
|  | A prosecution | | | |
|  | Suspension of staff | | | |
| xx | Issue/incident that is likely to attract media attention | | | |
|  | Does this person or a member of this persons family pose a risk of harm to others | | | |
|  | Other | | | |

Section 2

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| Brief description of incident: (continue on separate sheet if necessary)  Please report on   * Any significant information from your review of the chronology / child’s file * If the child has previously been subject CP plans / LAC care planning * Worries regarding the risk this incident might pose to the council * Any actions you are currently taking to investigate / resolve the issue |
|  |

Section 3

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| Action | Responsible: | Timescale: |
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Section 4

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| Risk Assessment | Mitigation: | Responsible: |
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Notification to: AD

SD

SD

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| --- | --- |
| Report Completed by  Name / Title |  |
| Signed |  |
| Date |  |

AC January 2021