Significant Incident Protocol - Death or serious harm to a child

The process below outlines the immediate steps to be taken in the event of the suspicious death of/ serious harm to a child living in the community or the death of/serious harm to any child in care. This guidance is for all operation staff within Starting Point, Out of Hours Team and day time services.

Notification of a significant event or child death. Duty / allocated worker will alert the **team manager** / **on-call manager**. Overview of the circumstances and incident provided including relevant information about the child and family, ensuring that key information recorded within the file is also considered during the conversation.

The Team / On-call Manager will in liaison with the allocated / duty worker will ensure that appropriate safeguards are in place for the child or surviving children. Also considering wider implications, such as media attention, impact upon the family / community.

The team / on-call manager will immediately inform the Head of Service, the HOS will inform senior managers. Decisions will be made between the HOS and senior manager regarding notification to wider members of the senior management team, DSCB and Ofsted. Information may be circulated via email or telephone but this is a decision for the HOS.

It is likely that the allocated Social / duty Worker will be asked to provide a detailed email regarding the incident and known information regarding the family which might be linked to the incident. This should include:

* If the family are known / open case – Details of involvement
* Relevant information such as most recent assessments / outcomes

This email will be circulated to all senior managers and relevant HOS’s outlined within the significant event protocol.

**Significant Incident Briefing to Senior Managers – (See form in appendix 1) The HOS notifying the senior manager to the incident is responsible for ensuring that this form is completed and sent back to senior managers at the earliest opportunity. This information assists senior managers to consider the incident details against the criteria for Ofsted notification and threshold for SCR.**

All cases worked on by the OOH team open or closed will be sent to the locality team via Starting Point. Starting Point managers will notify the area via telephone to ensure that this alert is received at the earliest convenience.