

## Significant Incident Briefing to Senior Managers

### Section 1

<b>Reason for Notification including name and age of child subject to notification:</b>		<b>Date &amp; time of incident:</b>	
<b>Type of Incident</b>		<b>Status of case:</b>	
<b>Names, ages and DOB of all family/household members, consider use of genogram:</b>		<b>Locality:</b>	
<b>Has the child previously been in care:</b>		<b>Allocated worker if open case:</b>	
<input type="checkbox"/> Child death (does not replace child death notifications to CDOP or any other processes)			
<input type="checkbox"/> Child 'seriously harmed' in LA area (Working Together 2023)			
<input type="checkbox"/> Child missing from home or service provision			
<input type="checkbox"/> Accident/incident notifiable to the Health & Safety Executive			
<input type="checkbox"/> Significant impact of a provision of service, e.g. children's home registration changes			
<input type="checkbox"/> A high profile case in Court/Coroner's Court			
<input type="checkbox"/> A prosecution			
<input type="checkbox"/> Suspension of staff			

<input type="checkbox"/>	Issue/incident that is likely to attract media attention
<input type="checkbox"/>	Does this person or a member of this persons family pose a risk of harm to others
<input type="checkbox"/>	Other

## Section 2

<p><b>Brief description of incident:</b> (continue on separate sheet if necessary)</p> <p>Please report on</p> <ul style="list-style-type: none"> <li>• Any significant information from your review of the chronology / child's file</li> <li>• If the child has previously been subject CP plans / LAC care planning</li> <li>• Worries regarding the risk this incident might pose to the council</li> <li>• Any actions you are currently taking to investigate / resolve the issue</li> </ul>

## Section 3

Action	Responsible:	Timescale:

## Section 4

Risk Assessment	Mitigation:	Responsible:


Notification to:

Report Completed by Name / Title	
Signed	
Date	