  
**Serious Incident Procedure**

Since April 2022 it has been mandatory for Youth Justice Teams (YJT) to notify the Youth Justice Board (YJB) of any Serious Incident in the community involving a young person where either a child has been charged with a serious offence e.g.

* attempted murder
* murder/manslaughter
* rape
* grievous bodily harm or wounding with or without intent (both Section 18 & Section 20)
* a terrorism related offence

OR a child under Youth Justice Team supervision dies or dies within 20 days of YJT supervision ending.

A Serious Incident notification to the Youth Justice Board needs to be done within 24 hours of the charge notification being received by the YJT OR the death of a child being notified to the YJT.

Staff should always refer to the following YJB procedure when dealing with a potential serious incident.

<https://www.gov.uk/government/publications/serious-incidents-notification-standard-operating-procedures-for-yots>

STEP 1 Following a potential serious incident immediately check the YJB Serious Incident Guidance to ascertain if an incident needs to be notified to the YJB. If in doubt immediately discuss with the YJT Operational Manager (who in any event should be informed as soon as possible). The decision to as to whether an incident needs to be notified or not MUST be recorded on Child View.

STEP 2 Complete Serious Incident notification form [Serious\_Incident\_Notification\_Form\_YJB\_July\_2022.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fyjresourcehub.uk%2Fimages%2FYJB%2FSerious_Incident_Notification_Form_YJB_July_2022.xlsx&wdOrigin=BROWSELINK)

STEP 3 Notify Head of Service using the [NEED TO KNOW](https://proceduresonline.com/trixcms1/media/12634/need-to-know-guide-january-2022.pdf) procedure before E-mailing Serious Incident Notification form within 24hrs to [seriousincidentsnotification@yjb.gov.uk](mailto:seriousincidentsnotification@yjb.gov.uk) copied to YJB Head of Region [jo.brennan@yjb.gov.uk](mailto:jo.brennan@yjb.gov.uk) & Head of Service. The Head of Service is responsible for informing the AD CSC using the NEED TO KNOW procedure.

The staff member responsible MUST record submission of the form on ChildView.

STEP 6 CLR presented to/considered at next BYJS Management Board.

STEP 5 The CLR to be considered by the next BYJS Management meeting after completion and an Action Plan developed if necessary.

STEP 4 The Head of Service will decide within 5 working days as to whether a Critical Learning Review (CLR) of the Serious Incident is required. Normally a CLR will be undertaken by a BYJS Manager/Senior Practitioner not connected to the case and be completed within 28 days. Exceptionally due to the seriousness/high profile of the Serious Incident an independent reviewer from another YOT or elsewhere may be commissioned by the BYJS Manager.