

Merton Children, Lifelong Learning and Families Internal Leadership Alert Form

The Leadership Alert process is for internal use within Children, Lifelong Learning and Families only. Last reviewed: August 2023

This form is used to provide sufficient and necessary information to alert Heads of Service, Assistant Directors and the Director of Children, Lifelong Learning and Families to significant incidents and enable required actions to be tracked. The Leadership Alert criteria, timescales and responsibilities are set out in the Leadership Alert guidance.

The internal Leadership Alert process underpins how the Children, Lifelong Learning and Families Directorate manages serious incidents concerning the safety, welfare and education of children and young people and incidents where there is potential media interest even where the incident itself is not sufficiently serious to warrant a Leadership Alert.

The Leadership Alert process provides an effective and clear communication route for keeping senior leaders, the Chief Executive, Cabinet Members for Children’s Services and Education, the Leader of the Council and other elected Members informed and for required actions to be tracked.

Employees completing Leadership Alerts should attach the completed form to an email and send to their line manager for review and onward escalation as necessary.

Within the internal Leadership Alert process, the Director of Children’s Services (or in their absence the Assistant Director) will make the decision as to what will be escalated to the Chief Executive, Cabinet Members for Children’s Services and Education, the Leader of the Council and other elected Members.

All child deaths when they become known by a service – regardless of the presence of abuse/neglect or the child’s care status – should be reported immediately to the team or service manager, and then on to the Head of Service. On the same day, the Head of Service should notify their Assistant Director, who will alert the CLLF Departmental Management Team. DMT will take steps to share or escalate the information as appropriate.

Statutory notification of serious incidents to external bodies such as Ofsted, DfE or the National Review Panel are made under different processes. These processes are managed and overseen by the Director of Children’s Services, Assistant Directors, Head of Quality assurance and Professional Development and the Merton Safeguarding Children Partnership Executive. The Director Children’s Services (or in their absence the Assistant Director) will make the decision as to which incidents are notified to external bodies.

Type of alert:	<input checked="" type="radio"/> New	<input type="radio"/> Update
Date of Alert:	Click here to enter a date.	
What was the significant incident: brief details of the issue		
Date of the significant incident:		

a) Information relating to the child:			
Full name (including other names used by the child/family)	Click here to enter text.		
DOB:	Click here to enter a date.		
Ethnicity:	Click here to enter text.		
System ID numbers: (Mosaic, Care First etc)	Click here to enter text.		
Names of brothers and sisters: (including system ID number(s) if known)			
Address: Click here to enter text.			
Nursery/School/College/Elective Home Education/Not in Education, Employment or Training:	Click here to enter text.		
Does the child have a physical or learning disability?	<input type="radio"/> Yes	<input type="radio"/> No	
b) Legal status			
Is the child looked after by the London Borough of Merton?	<input type="radio"/> Yes	<input type="radio"/> No	
	(i) s.31 <input type="checkbox"/>	(ii) s.20 <input type="checkbox"/>	<input type="checkbox"/>
Is the child looked after by another local authority?	<input type="radio"/> Yes	<input type="radio"/> No	
If yes, which local authority:	Click here to enter text.		
Is the young person a care leaver or previously looked after by Merton:	<input type="radio"/> Yes	<input type="radio"/> No	
Is the child the subject of a Child Protection Plan in Merton?	<input type="radio"/> Yes	<input type="radio"/> No	
If Yes, under which category/ies:	Click here to enter text.		

Is the child the subject of a Child Protection Plan in another local authority?	<input type="radio"/> Yes	<input type="radio"/> No
If yes, which local authority:	Click here to enter text.	
Is the child / family open to Children's Services:	<input type="radio"/> Yes	<input type="radio"/> No
Children's Social Care	<input type="checkbox"/>	
Disabled Children's Team	<input type="checkbox"/>	
Youth Offending Team	<input type="checkbox"/>	
Education Welfare	<input type="checkbox"/>	
Statutory SEN Service	<input type="checkbox"/>	
Early Help / Targeted Service	<input type="checkbox"/>	

Allocated practitioner:	Click here to enter text.	Contact number:	Click here to enter text.
Team Manager:	Click here to enter text.	Contact number:	Click here to enter text.
Head of service	Click here to enter text.		
c) Key Issues			
What are we worried about?	Click here to enter text.		
Specify recommendations that require a decision?	Click here to enter text.		
What actions are being taken to deal with the issues (including brothers / sisters and peers) - timescales and by whom?			

MANAGEMENT ACTIONS:

Team Managers review and analysis of the incident:		
Date of Review:		
Actions taken and recommendations:		
Team Manager Name:	Signature:	Date of escalation:
Escalated to:		

HOS oversight review and analysis:		
Date of Review:		
Actions and Recommendations:		
Date when an update from the Service is required by:		
HoS Name:	Signature:	Date of Escalation
Escalated to:		

Assistant Director's review and any further action:	Click here to enter text.	
Assistant Director Decision:	Date of decision / escalation:	
No further escalation		
Escalate to DCS		
Recommendation for external Statutory Notification		
<ul style="list-style-type: none"> Alert recommended to Leader of the Council / Cabinet Members for Children's Services and Education / Chief Exec / Communications Team (Please specify) 	Click here to enter text.	
<ul style="list-style-type: none"> Alert recommended to the Scrutiny Committee / Corporate Leadership Team 	Click here to enter text.	
<ul style="list-style-type: none"> Alert recommended to all elected Members / Head of Communications due to media interest / community impact. 	Click here to enter text.	
Assistant Director Name:	Signature:	Date:

d) Director of Children, Lifelong Learning and Families review and any further action:	Click here to enter text.	
DCS Decision if further escalation or external statutory notification required: Click here to enter text.	Date of decision / notification by DCS to senior colleagues:	
<ul style="list-style-type: none"> Alert required to Leader of the Council / Cabinet Members for Children's Services and Education / Chief Exec / Communications Team. 	Click here to enter text.	
<ul style="list-style-type: none"> Alert required to Scrutiny Committee and Corporate Leadership Team 	Click here to enter text.	
<ul style="list-style-type: none"> Alert required to all elected Members / Head of Communications due to media interest / community impact. 	Click here to enter text.	

DCS Signature:	Date: