**BRIEFING NOTE FOR ASSISTANT DIRECTORS**

**SIGNIFICANT INCIDENT**

Assistant Directors need to be alerted about any significant incident. This guidance advises how and when to notify as well as a template to be completed with relevant information.

Managers need to use professional judgement about what constitutes a significant incident but some examples are:

* The death or serious injury of a child where abuse or deliberate injury is suspected. Notification to be completed whether the child is supported in any way by Lincolnshire County Council Children's services or is previously unknown.
* Serious illness of a child currently supported in any way by Lincolnshire County Council Children's services. Notification to be completed.
* Looked after children or those subject to CP or CIN plan where missing is a serious concern. This may be that the child is missing and their location unknown or that they are known to be with someone who may pose a risk. Notification to be completed.
* Serious incident concerning a member of staff:

Accident involving death or injury.

Alleged involvement in criminal activity.

* Major failure or incident (alleged or evidenced) involving inter agency working.
* Incident likely to generate any media interest.

**NOTIFICATION OF SERIOUS INCIDENT TO ASSISTANT DIRECTORS**

Name of person making notification: ……………………………………………………………………….

Telephone Number:

(Mob and desk no.) ………………………………………………………………………………………………

Date:………………………………………………………………………………………………………………..

Date of incident (if not same) ………………………………………………………………………………….

Allocated worker/Team …………………………………………………………………………………………

**Details of child/ren involved**

**(**including names, addresses, DoB, mosaic ID)

**Brief description of concerns**

(please give details of any other professionals involved including contact details, incident numbers etc).