# Appendix 6: Leadership Alert

**The Leadership Alert process is for internal use within Children, Schools and Families only.**

This form is used to provide sufficient and necessary information to alert Heads of Service, Assistant Directors and the Director of Children, Schools 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, Schools 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. Where an Assistant Director forwards a Leadership Alert to the Director of Children’s Services all members of DMT will be emailed with the Leadership Alert attached.

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.

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.

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| Type of alert: |  |  |
| Date of Alert: | Click here to enter a date. | |
| What was the significant incident: brief details of the issue |  | |
| Date of the significant incident: |  | |

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| 1. **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: | | | | | |
| Nursery/School/College/Elective Home Education/Not in Education, Employment or Training: |  | | | | |
| Does the child have a physical or learning disability? |  | | |  | |
| 1. **Legal status** | | | | | |
| Is the child looked after by the London Borough of Merton? |  | | |  | |
| (i) s.31 |  | | (ii) s.20 |  |
| Is the child looked after by another local authority? |  | | |  | |
| If yes, which local authority: | Click here to enter text. | | | | |
| Is the young person a care leaver or previously looked after by Merton: |  | | |  | |
| Is the child the subject of a Child Protection Plan in Merton? |  | | |  | |
| 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? |  | | |  | |
| If yes, which local authority: | Click here to enter text. | | | | |
| Is the child / family open to Children’s Services: |  | |  | | |
| Children’s Social Care |  | |  | | |
| Disabled Children’s Team |  | |  | | |
| Youth Offending Team |  | |  | | |
| Education Welfare |  | |  | | |
| Statutory SEN Service |  | |  | | |
| Early Help / Targeted Service |  | |  | | |

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| Allocated practitioner: |  | Contact number: |  |
| Team Manager: |  | Contact number: |  |
| Head of service |  | | |
| 1. **Key Issues** |  | | |
| What are we worried about? |  | | |
| Specify recommendations that require a decision? |  | | |
| What actions are being taken to deal with the issues (including brothers / sisters and peers) - timescales and by whom? |  | | |

**MANAGEMENT ACTIONS:**

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

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| 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** |
| Michelle Waldron |  |  |
| **Escalated to:** |  | |

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| **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** | | |  |
| * 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. |
| * Alert recommended to the Scrutiny Committee / Corporate Leadership Team | | | Click here to enter text. |
| * 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:** |
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| 1. **Director of Children, Schools 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: |
| * Alert required to Leader of the Council / Cabinet Members for Children’s Services and Education / Chief Exec / Communications Team. | | Click here to enter text. |
| * Alert required to Scrutiny Committee and Corporate Leadership Team | | Click here to enter text. |
| * Alert required to all elected Members / Head of Communications due to media interest / community impact. | | Click here to enter text. |
| **DCS Signature:** | | **Date:** |
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