# Children’s Services High Risk Cases Notification Template

***This form is to gather information and to enable decisions to be taken around informing the Leader of the Council, Cabinet Member for Children and Family Services, Chief Executive, Director of Children’s Services and Deputy Directors where appropriate about serious issues and incidents concerning the safety, welfare and education of children and young people.***

This template is to be used to provide sufficient and necessary information to senior managers so that they and where appropriate, senior Councillors, are briefed about important issues. It will also enable the Council to be well placed when they need to be, to respond to enquiries from other Councillors, the press or partner agencies.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of alert** | | New  Update | | | | |
| **Date of Incident:** | |  | | | | |
| **Date of Notification:** | |  | | | | |
| **Notification Category**  **(See list on Appendix 1)** | |  | | | | |
| **a) Information relating to the child:** | | | | | | |
| **Full name including other names used by the child/family:** | |  | | | | |
| **DOB:** | |  | | | **Age:** | |
| **Ethnicity:** | |  | | | | |
| **LiquidLogic ID:** | |  | | | | |
| **Nursery/School/College/Elective Home Education/Not in Education, Employment or Training:** | |  | | | | |
|  | | **Please Tick Box** | | | | |
| **Does the child have a physical or learning disability:** | | YES  NO | | | | |
| **Address:** | |  | | | | |
| **b) Legal Status** | | | | | | |
| **Is the child currently looked after by WBC:** | | | YES  NO   1. s.31  (ii) s.20 | | | |
| **Is the child looked after by another local authority:** | | | YES  NO | | | |
| **Is the young person a care leaver or previously looked after by WBC:** | | | YES  NO | | | |
| **Is the child, the subject of a Child Protection Plan supervised by WBC:**    **If Yes, under which category/ies:** | | | YES  NO | | | |
| **Is the child, the subject of a Child Protection Plan by another local authority:**    **If Yes, under which category/ies:** | | | YES  NO | | | |
| **Is the case open to Children’s Services:**  **Children’s Social Care**  **Early Help**  **Children with Disability Service**  **Youth Offending Team**  **Fostering Service**  **Other (please specify)** | | | YES  NO | | | |
| **Team Manager:** |  | | | **Contact Number:** | |  |
| **Allocated Practitioner:** |  | | | **Contact Number:** | |  |
| **c) Key Issues** | | | | | | |
| **What are we worried about?** |  | | | | | |
| **What recommendations do you require a decision on?** |  | | | | | |
| 1. **d) Actions** | | | | | | |
| **What actions are being taken to deal with the issues (including timescales) and by whom:** |  | | | | | |

|  |  |  |
| --- | --- | --- |
| **e) Please provide an (short paragraph or two) anonymised summary explaining the circumstances that can be shared directly with Elected Members** |  | |
| **f) Deputy Director’s comments** |  | |
| **g) Date when an update is expected:** | |  |
| **Action by DCS:-** | | **Date of notification by DCS to senior colleagues or N/A where decision taken not to notify** |
| * All notifications to Leader of the Council, Cabinet Member for Children’s Services, CE, DDs Children’s Services, Press Office. | |  |

Version dated: 01/09/2017

**Appendix 1: Criteria and Policy:**

**Children’s Services High Risk Cases Notification Policy**

# Need to Know – Informing the Leader of the Council, Cabinet Members for Children and Family Services, Chief Executive, Director of Children’s Services and Deputy Directors about serious issues and incidents concerning the safety, welfare and education of children and young people.

1. **Background**

It is important that senior managers and senior Councilors’ are briefed at the right time about the right issues. There are two main reasons for this. Firstly, so that they are aware of serious incidents regarding the safety, welfare and/or education of a child or young person and are able to oversee the proper management of those risks in accordance with statutory responsibilities. Secondly, effective organisations ensure that the senior team is always well briefed about important issues in advance so that they are well placed to respond to enquiries from other Councillors, the press or partner agencies.

Sometimes it is a matter of fine judgement whether an issue is sufficiently serious to inform the Deputy Director, however there are a number of circumstances where the Deputy Director should *always* be informed. If you are in any doubt, always discuss it with your line manager or the senior manager on duty.

The Deputy Director will take the decision as to whether and what needs to be escalated further to the Director of Children’s Services or the Chief Executive in the Director’s absence. *The Director will be responsible for onward transmission to other senior colleagues to whom this policy applies.*

# Issues which should always be reported to a Deputy Director (Notification Category):

*a) the death of a child where abuse or neglect is known or suspected;*

*b) the unexpected death or serious injury of a child in the area – either resident or visiting;*

*c) the death or serious injury to a Looked After Child (including those who are looked after and are placed in Wirral by another authority) – this should include any looked after child who is expected to die within 6 –12 months;*

*d) death or serious injury to a child who is the subject of a child protection plan;*

1. *when a Looked After Child (including a looked after child who is living in Wirral and who is placed here by another local authority), a child who is the subject of a child protection plan, or a child in need is missing for more than 48 hours. This applies both to a child who goes missing alone and a child who goes missing with their family, e.g. child removed from the country against the* *terms of the child protection plan;*
2. *cases where there is likely to be media interest;*
3. *a child who is looked after or who is the subject of a child protection plan who is homeless or known to be at risk of homelessness;*
4. *Looked After Children removed from the UK jurisdiction when that removal is not planned and agreed cases where there is a reasonable suspicion of organised abuse or exploitation of a child. This would include ritual abuse, abuse of a child in a school or education setting (including pre-school), sexual exploitation, trafficking, or network abuse through the internet);*
5. *cases where a child known to the department has been alleged to have committed, or has been charged with a serious offence(s);*
6. *cases where information about a child or young person has raised significant public safety concerns;*
7. *when a residential care home or care placement, or residential or independent school has been judged inadequate and Wirral has child(ren) placed there;*
8. *incidents of violence or threats against staff death or serious injury to staff or service user through an accident or incident at work;*
9. *allegations of gross misconduct against staff;*
10. ***cases*** *that are referred to the local authority designated officer (LADO) where allegations of abuse against staff/carers are made and/or substantiated;*
11. ***cases*** *where there is an allegation about harm to a child or children concerning an Elected Member, Member of Parliament, or any elected official;*
12. ***cases*** *where a Member of Parliament or Member of European Parliament has been, or is in correspondence, and* ***all cases*** *of correspondence from a Councillor involving safeguarding issues;*
13. ***cases*** *where there are serious concerns about practice within the department that have not been resolved quickly or appropriately by managers.*

# Procedure

All cases falling into the category for escalation will require an immediate briefing to the Deputy Director on the same working day. This would usually be completed by the social worker and/or Team Manager. The template for this procedure must be used and the briefing should include the following:

# The briefing should be sent to the Team / Group Manager with copies to the Senior Manager for any amendment on the same day. In any event, the briefing MUST ALWAYS be sent to the Deputy Director by 5.00pm on the same working day (with copies to the Team / Group Manager and the Senior Manager) and the person sending, must ensure that the notification has been received. A call should be made to verify receipt of the briefing by the Deputy Director.

There will be occasions where brief information is acceptable, e.g. where the speed of the notification is critical, e.g. there are extenuating circumstances such as the age of a child, or a child has learning disabilities. The Deputy Director can request further information if required.

There will also be occasions where teams managed by more than one Deputy Director are involved. In these instances, the Deputy Directors will decide which of them will hold lead responsibility for the notification, however all Deputy Directors involved in the matter will see the notification before it is escalated further.

# If in doubt, discuss it urgently with your line manager

**4.** **When to escalate to the Director of Children’s Services**

If the Deputy Director with line management responsibility for the area is not available then escalate direct to the Director of Children’s Services.

In all other instances, the Deputy Director will decide when a case needs to be escalated to the Director **for information or decision.** The Deputy Director/Director will review the circumstances of each case and will form a judgment as to the need to escalate further. If the case being notified fulfils the criteria set out in 2 above, it is likely in most circumstances that the notification will need to be escalated to the Director of Children’s Services and then onward to other senior colleagues.

The Director will make the decision and take all action concerned with onward transmission of the notification to those named in this policy. The Communications Team will also be alerted in ALL such circumstances.

The Deputy Directors and Director will always prioritise discussion of cases that have been escalated on the same working day. Personal Assistants should therefore be made aware of the alert in order that they can inform the Deputy Director or Director.

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