

# Notifiable Incidents and Significant Events (Supporting Information)

## SCOPE OF THIS CHAPTER

The chapter should be read in conjunction with [Notifications of Significant Events](#).

This chapter details the internal processes intended to enable the Fostering Service to ensure proper accountability and monitoring of all notifiable incidents and significant events.

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1. Reporting a Notifiable Incident or Significant Event
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## 1. Reporting a Notifiable Incident or Significant Event

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The Foster Carer must report any Notifiable Incident or Significant Event (see [Notifications of Significant Events](#)) immediately:

### Outside office hours:

- To the Emergency Duty Team (EDT)

### During office hours:

- To the Supervising Social Worker, or in their absence, to their Team Manager.  
And
- To the child's Social Worker, or in their absence, to their Team Manager

## 2. Out of Office Hours

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The EDT Social Worker must notify the Senior Manager on Duty where appropriate.

The EDT Social Worker will take any necessary immediate action, record the incident/action taken and refer this information to the Supervising Social Worker and the Child's Social Worker.

### **3. During Office Hours**

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Following a report from either the Foster Carer or EDT

- The Supervising Social Worker must discuss the report immediately with their Team Manager.
- The child's Social Worker must discuss the report immediately with their Team Manager.
- The Team Managers will agree any immediate action required.
- The Team Managers must discuss the matter immediately with the relevant Operations Manager.
- The Operations Manager will notify the relevant Strategic Manager.
- Where appropriate the Strategic Manager will notify the Head of Children's Social Care

### **4. Recording Notifiable Incidents and Significant Events**

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The Supervising Social Worker and Foster Carer will record full details of the incident and actions taken on the Notifiable Incidents and Significant Events Form (Appendix 1).

The Supervising Social Worker will also:

- Record details on the electronic case recording system.
- Ensure a copy of the Notifiable Incidents and Significant Events Form (Appendix 1) is given to their Team Manager
- Ensure that the Notifiable Incidents and Significant Events Form (Appendix 1) and any letters sent are placed on the Foster Carer's file

### **5. Monitoring**

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The outcome of any action taken will be discussed during supervision between:

- Supervising Social Worker and the Team Manager
- Supervising Social Worker and Foster Carer(s)

Fostering Team Managers will monitor Notifiable Incidents and Significant Events within bi-monthly Safeguarding meetings.

**DURHAM COUNTY COUNCIL  
FOSTERING SERVICE**

**Notifiable Incidents and Significant Events Form**

**Underpinning Fostering Service Regulation and Durham County Council Health and Safety Policy and Codes of Practice and Guidance:**

- FOSTERING SERVICES REGULATIONS 2011:REGULATIONS 12, 13, 15, 16, SCHEDULE 2 (3)
- Durham County Council Corporate Accident/Incident/Ill-Health or Near Miss Report Form

**NOTE:**

**PART A: to be completed by Foster Carer**

**PART B: to be completed by Fostering Social Worker**

**PART C: to be completed by Fostering Social Worker and Fostering Team Manager**

**PART D: to be completed by Fostering Team Manager and Operations Manager**

**PART A: TO BE COMPLETED BY FOSTER CARER/S WITHIN 24  
HOURS OF THE INCIDENT**

<b>Name of Child and Date of Birth</b>	
<b>Child's legal status</b>	
<b>Name/s of Foster Carer</b>	
<b>Placement Address</b>	
<b>Date of Incident</b>	
<b>Date reported by Carer to Supervising Social Worker (name)</b>	
<b>Date reported by Carer to Child's Social Worker (name) or if out of hours, EDT</b>	

COMPLETE RECORD FOR ANY OF EVENTS LISTED BELOW	TICK WHERE APPLICABLE
1. Accidents, incident, injuries and illnesses of children placed with carers	
2. Any child missing from a foster parent's home without permission. <b>Check if Return Interview is completed by child's Social Worker</b>	
3. Use of any measures of control, restraint or discipline in foster home	
4. Medication, medical treatment and first aid administered to any child fostered. <b>(NOTE: medication form will also need to be completed)</b>	
5. Outbreak at the home of a foster parent of any infectious disease which in the opinion of a general practitioner attending the home is sufficiently serious to be so notified	
6. Serious illness or serious accident of a child placed with foster parents	
7. Allegations that a child placed with foster carers has committed a serious offence	
8. Details of any young person who has committed any offence or come to the attention of the police.	
9. Involvement or suspected involvement of a child placed with foster parents in prostitution	
10. Incidents involving a child placed with foster carers who is at risk of Child Sexual Exploitation	
11. Serious incident relating to a child placed with foster carers necessitating calling the police to the foster home	
12. Details of any young person who has been excluded from school.	

**DETAILS OF EVENT, INVESTIGATION, ACTIONS TAKEN AND OUTCOME**

**GENERAL DESCRIPTION: date, time and location of event, incident details, witnesses**

**ACTIONS TAKEN BY WHOM AND WHEN**

**ACTIONS TO PREVENT FURTHER OCCURRENCE: BY WHOM AND WHEN (if applicable)**

**NAME/S OF FOSTER CARERS:**

**SIGNATURE/S OF FOSTER CARER/S:**

**DATE:**

**PART B: TO BE COMPLETED BY SUPERVISING SOCIAL WORKER,  
TEAM MANAGER AND OPERATIONS MANAGER**

**COMMENTS AND RECOMMENDATIONS BY:**

<p><b>SUPERVISING SOCIAL WORKER:</b></p>          <p><b>SIGNATURE:</b></p> <p><b>DATE:</b></p>
<p><b>FOSTERING TEAM MANAGER/SOCIAL WORK CONSULTANT:</b></p>          <p><b>SIGNATURE:</b></p> <p><b>DATE:</b></p>
<p><b>DATE LADO INFORMED (IF APPLICABLE)</b></p>
<p><b>OPERATIONS MANAGER:</b></p>          <p><b>SIGNATURE:</b></p> <p><b>DATE:</b></p>

**PART C COMPLAINTS, ALLEGATIONS, CHILD PROTECTION ENQUIRIES**

**NOTIFICATION TO BE COMPLETED BY SUPERVISING SOCIAL WORKER, FOSTERING TEAM MANAGER AND OPERATIONS MANAGER**

	<i>Tick where applicable</i>
<b>1 Complaints in relation to children placed with Foster Carers and their outcomes</b>	
<b>2 Allegations or suspicions of abuse and the outcome of any investigation in relation of children placed with Foster Carers</b>	
<b>3 Instigation and outcome of any child protection enquiry involving a child placed with Foster Carers</b>	

**DETAILS OF EVENT/INCIDENT: (date, time and location, description and details of event, incident and witnesses),  
INVESTIGATION, ACTIONS TAKEN AND OUTCOME**

<b>DATE LADO INFORMED:</b>	
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**SUPERVISING SOCIAL WORKER:**

**SIGNATURE:**

**DATE:**

**FOSTERING TEAM MANAGER/SOCIAL WORK CONSULTANT:**

**SIGNATURE:**

**DATE:**

**OPERATIONS MANAGER:**

**SIGNATURE:**

**DATE:**

**PART D: Death or serious injury of a looked after child in a regulated setting (foster placement)**  
**To be completed by Fostering Team Manager and Operations Manager**

**TO BE COMPLETED BY FOSTERING TEAM MANAGER AND OPERATIONS MANAGER**

\*Online notification form for Local Authority Officers is:  
[https://ofstedonline.ofsted.gov/outreach/Ofsted\\_Serious\\_Notification.ofml](https://ofstedonline.ofsted.gov/outreach/Ofsted_Serious_Notification.ofml)

**Note: it is not possible to amend any information once the form has been submitted, so review answers before submission**

**If there is significant media interest, telephone:  
Ofsted 0300 123 1231**

<b>INCIDENT</b>	<b>GENERAL DESCRIPTION: date, time and location of event, child's personal details, child's legal status, incident details, witnesses  ACTIONS TAKEN  OUTCOME OF EVENT  ACTIONS TO PREVENT FURTHER OCCURRENCE</b>
Death of a child (including suspected suicide) where abuse or neglect is known or suspected	
Serious injury to a child where abuse or neglect is known or suspected	
Death of a looked after child	
Death of a child in a regulated setting or service	

**DETAILS OF EVENT/INCIDENT,  
INVESTIGATION, ACTIONS TAKEN AND OUTCOME**

**Date LADO informed:**

**FOSTERING TEAM MANAGER:**

**SIGNATURE:**

**DATE:**

**OPERATIONS MANAGER:**

**SIGNATURE:**

**DATE:**