**Devon County Council**

**Management Briefing for Need to Know of Serious Incidents**

It is important senior managers and senior Councillors are informed at the right time about the right issues. There are two main reasons for this, firstly, so they are aware of serious incidents regarding the safety, welfare and/or education of a child or young person and can oversee the proper management of those risks in accordance with statutory responsibilities. Secondly, effective organisations ensure the senior team is always well briefed about important issues in advance, so 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. If you are in any doubt, always discuss it with your line manager or Head of Service.

The Management Briefing process is not an intervention in itself, it is expected that a coordinated response is already underway to the incident/event at the same time. Your manager will support you with this and seek advice as necessary.

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

This process does not replace the Local Authority Designated Officer and/or HR procedures who take responsibility for sharing necessary information regarding staff matters.

Please see:

* [Allegations Against Staff or Volunteers (trixonline.co.uk)](https://swcpp-devon.trixonline.co.uk/chapter/allegations-against-staff-or-volunteers)
* [Acceptable behaviour (and dealing with harassment and bullying - including sexual harassment) - Inside Devon (Employee conduct) - tasks and guides](https://inside.devon.gov.uk/task/employee-conduct/acceptable-behaviour/)

**Notification Category**

Issues to be reported to a Deputy Director and their notification category are set out below:

**Children and Young People**

1. death of a child where abuse or neglect is known or suspected
2. unexpected death or serious injury of a child in the area – either resident or visiting
3. death or serious injury to a Child in Care and Care Experienced Person (including those who are cared for and are placed in Devon by another authority) – this includes any Child in Care or Care Experienced Person who is expected to die within 6 –12 months
4. death or serious injury to a child who has a child protection plan
5. death of serious injury to a child who has a child in need plan
6. death of an adult party as a result of known/suspected homicide or suicide (open child situations only)
7. a child or care experienced person open to us, (including those living in Devon having been placed here by another local authority) is missing or absent for longer than 72 hours. This applies both to a child who goes missing alone and a child who goes missing with their family.
8. a child or care experienced person open to us who is street homeless.
9. children open to our service who are removed from the UK jurisdiction when that removal is not planned and/or agreed
10. when a child or care experienced person open to us has been alleged to have committed, or has been charged with a serious offence(s) e.g. rape, murder/manslaughter, terrorism
11. when information about a child or young person has raised significant public safety concerns
12. incidents where there is potential for significant community concerns (For Youth Justice Services (YJS) use only) e.g.

* Death of a young person subject to YJS supervision;
* A young person subject to YJS supervision becoming a victim of rape (where a formal allegation is made to the police);
* Attempted suicide of a young person subject to v supervision;
* Young person subject to YJS supervision charged with Murder/Manslaughter
* Young person subject to YJS supervision is charged with Rape
* A MAPPA serious further offence when the young person is subject to YJS supervision and is already subject to MAPPA]

**Controversies**

1. events or incidents arising where there is likely to be media interest, including social media platforms
2. other organisational reputational risk (to discuss with Service Manager/Head of Service)

**Procedure**

All incidents falling into the above categories for escalation will require an immediate Management Briefing to the Deputy Director on the same working day. This would usually be completed by the social worker and/or team manager.

To submit a Management Briefing use this [online form](https://forms.office.com/e/KBaFhUpV8u?origin=lprLink). This is always the latest version so old locally stored versions should not be used.

Once submitted, the form is automatically sent to Quality Assurance Services & Support (QARSS) Business Support Team. This is then forwarded to Deputy Directors for Children’s Social Care, Health and Wellbeing and Education. The relevant Head of Service, as well as the Service Manager and Team Manager.

There will be occasions where brief information is acceptable, e.g. where the speed of the briefing is critical. The Deputy Director can request further information if required.

**When to Escalate to the Director of Children and Young Peoples Future**

In all instances, the Deputy Director will decide when an incident needs to be escalated to the Director for information or decision. The Deputy Director/Director will review the circumstances of each incident and will form a judgement as to the need to escalate further.

The Deputy Director/Director will make the decision and take all action concerned with onward transmission of the notification. The Communications Team will also be alerted in ALL such circumstances.

The Deputy Director and Director will always prioritise discussion of incidents that have been escalated on the same working day.