**BRIEFING NOTES FOR ASSISTANT DIRECTORS**

**(SIGNIFICANT INCIDENT)**

This guidance advises managers in Children’s Services on when and how to brief Assistant Directors and provides a template for reporting significant incidents.

Assistant Directors need to be alerted to significant incidents and they will make a decision after reading the briefing and record if an audit is required.

Whilst individual managers should use judgement when making such alerts, the following list provides examples:-

* The death or serious injury of a child (in care, with a Child Protection Plan, a Child in Need, a child with a TAC Plan, open to F4Me or a child unknown previously to services) where abuse or deliberate injury is suspected to be the cause.
* Serious illness of a child currently supported in any way by Children’s Services
* Children who go missing from care, children who are known to Children's Services, subject of a CP/CIN plan or open to F4Me following a period of 72 hours for all children (see also missing procedures)
* Serious incident concerning a member of staff:-
  + Accident involving death or serious injury
  + Alleged involvement in criminal activity
* Major failure (perceived or evidenced) of interagency working
* Incident likely to generate media interest
* Parental death where the child is subject to CP, CIN, TAC or open to Future 4 me and there are suspicious circumstances surrounding the death e.g. domestic abuse

Information where possible should be sought from ALL Children's Services teams prior to submission of the form to the Head of Service

**NOTIFICATION OF SIGNIFICANT EVENT TO ASSISTANT DIRECTORS**

**(Send completed form to your Head of Service, Lead Nurse Children’s Health and the Locality Health Manager for Quadrant and not directly to AD's.**

**The relevant HOS will ensure timely notification to AD's.**

**(EDT to send to AD's copying in the above)**

|  |  |
| --- | --- |
| Name of Notifying Officer |  |
| Email Address |  |
| Contact number |  |

Children's Services Teams Involved

|  |  |
| --- | --- |
| Children's Services |  |
| Children's Health |  |

Child/children concerned:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | DOB | MOSAIC NO. | NHS No: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Nature of Incident (brief description)

Plan for children (including update of information following medical assessment if appropriate)

|  |
| --- |
|  |

Previous/ Current involvement:

(If completed by EDT health information may not be available)

|  |  |
| --- | --- |
| Children's Services | *Please be succinct with your information and answer the following questions: Why we are involved, what is the extent of our involvement (over the past 3 years. If further information is required, an internal audit will be requested. Please do not copy and paste information from Mosaic.*  *Please remove guidance before sending* |
| Children's Health | *CYPN/CCS age children- Is the child open to Children’s Health? If not open to Children’s Health, open record, and check whether the child has been open in the last 12 months. If the child has not been open, then advise child not open to Children’s Health no health information to share. If the child has been open for care in the last 12 months, then review record for the last 3 years and add any significant information.*  *If open to Children’s Health, please review record for the last 3 years and add any significant information.eg concerns about domestic abuse, substance misuse, parenting capacity, home environment.*  *When was child last seen and what work has been completed?*  *What is the status of the child’s health, growth, and development?*  *Are there any upcoming appointments with Children’s Health?*  *Please remove guidance before sending* |

Assistant Director to consider whether an audit would be required to capture any learning:

(AD to record their decision below, if an audit is required this is to be forwarded to the Quality and Standards Team for action)

|  |  |
| --- | --- |
| Audit Required?  Yes or No | If Yes, please forward details of the decision and scope to the Quality and Standards Team [QualityAndStandardsTeam@lincolnshire.gov.uk](mailto:QualityAndStandardsTeam@lincolnshire.gov.uk) |
| Assistant Director: | Authorisation by:  Date: |