



Northumberland
County Council

Northumberland Supported Tenancies Serious Incident Reporting

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1.0 Notifying Ofsted of a serious event

1.1 The intention of Regulation 27 of the Supported Accommodation regulations (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1187743/Guide_to_the_supported_accommodation_regulations_including_quality_standards.pdf) is to focus providers on only sharing information with Ofsted, as the regulator, about the most serious incidents.

1.2 What you must tell Ofsted about

1.3 Regulation 27 requires the registered person to notify a specified list of people in the event of:

1.4 Supported accommodation services must report the following incidents (sometimes called incident 'notifications' or 'events') to Ofsted:

- if a child dies
- a referral about a staff member under section 35 of the Safeguarding Vulnerable Groups Act 2006
- a child is involved in or subject to or is suspected of being involved in or subject to, sexual exploitation or child criminal exploitation
- an incident requiring police involvement occurs in relation to a child and you consider that incident to be serious
- an allegation of abuse against your service or a member of staff
- if a child protection enquiry is instigated or concludes
- an incident involving the use of a measure of restraint on a child
- there is any other incident relating to a child which the registered person considers to be serious

1.5 Other serious incidents

1.6 You should also tell Ofsted about any other incident considered serious (for instance, if a child is self-harming, has a serious accident or illness, requires a mental health assessment, or has a pattern of repeated absence) You must assess each case individually and consider any patterns of behaviour or unusual behaviour that may indicate an increased risk to the child.

1.7 Content of Notifiable Events

1.8 Notifiable event forms should be completed by the senior member of staff on duty (service lead or registered manager).

1.9 Notifications should be evaluative and not merely a chronology of events. Vital information, especially the action taken, is often missed from the notification.

1.10 An inspector needs to know a brief summary of the event, the actions taken by staff and managers at the time, and further actions planned to reduce the likelihood of a similar incident occurring again. This is intended to reassure Ofsted, as the regulator, that the matter is being appropriately managed.

1.11 Your report needs to be more than a list of times and events. An inspector needs to know:

- the type of incident and a summary of what happened
- when and where the incident happened
- your contact details and the details for your service and members of staff
- what other organisations have been told
- details of any children involved
- initials and job titles of any staff and people involved
- actions taken by staff and managers at the time and planned prevention measures

<https://www.gov.uk/guidance/report-a-serious-incident-in-a-supported-accommodation-service>

1.12 There is no set time from Ofsted to say when a notifiable event form should be submitted in relation to a young person going missing. Ofsted guidelines are as follows:

Serious concerns over a child's missing behaviour, particularly where the child is considered to be at grave risk due to age or vulnerability or where they have been missing for a considerable period of time and their whereabouts is unknown

1.13 When a young person has been reported missing for over 24 hours, it is considered a notifiable event at the point they have been missing for 24 hours. A notifiable event form will then be submitted within the next 24-hour period (within 24 and 48 hours of a young person initially being reported missing). If there are concerns about a young person's vulnerability, a notifiable form may be submitted earlier.

Flowchart

Event occurs and full details of the event recorded in the young person's ICS case notes



Online notifiable form completed and submitted to Ofsted



Event registered in the Service Notifiable Events Log



A PDF copy of the completed notifiable form is emailed to the registered manager, case team, social worker, IRO, Nominated Individual.



If the notifiable relates to a LADO / allegation, a PDF copy should also be sent to the LADO.



Completed forms should be stored within the service's own system i.e. online or hard copy and uploaded onto ICS either by the service manager or the Social Worker.