

## **GUIDANCE FOR MAKING A NOTIFICATION REGARDING A SERIOUS INCIDENT OR SIGNIFICANT EVENT**

---

The Deputy Director, Chief Executive of the Bradford Children and Families Trust and Director of Children’s Services need to be made aware of any Serious Incidents or Significant Events where an overview is required to understand a child’s circumstances at the earliest opportunity. This will ensure that appropriate actions are being undertaken in a timely manner and make an informed decision about who else needs to be notified about what has happened, including a decision about whether an Ofsted notification required.

As soon as it is identified that an incident or event needs to be notified, please email or phone the Deputy Director to provide an early alert to what has happened. The Deputy Director will share this with the Chief Executive of the Bradford Children and Families Trust and Director of Children’s Services.

### **Serious Incident Notification (SIN)**

A Serious Incident is defined by the Child Safeguarding Review Panel and is a notifiable incident to Ofsted. In the event of **any serious incident** the Deputy Director, Chief Executive, Director of Children’s Services, Assistant Director, Head of Service for Safeguarding and Quality Assurance and relevant locality Head of Service must be notified via e-mail by an appropriate Children’s Service Manager as soon as possible. If it is agreed that a notification is required for Ofsted, this has to be completed no later than 5 days from the incident.

A serious incident where a child has been seriously harmed
The death of a child that was open to children’s social care
The death of any child, where abuse or neglect are thought to have contributed to the child’s death (including suspected suicide)
The death of any child, in unusual circumstances or such as is likely to lead to media attention
A potentially life-threatening injury
The death of any child in care, whether or not you know or suspect abuse or neglect.

### **Significant Event**

A form should be completed when the Deputy Director needs to be made aware of a significant event to understand decision making processes in relation to a child or young person’s circumstances. The Deputy Director, Assistant Director, Head of Service for Safeguarding and Quality Assurance and relevant locality Head of Service must be notified via e-mail by an appropriate Children’s Service Manager as soon as possible.

After reviewing the notification about a significant event, the Deputy Director will share the information with the Chief Executive and Director of Children's Services within 1 working day.

Any decision to complete a notification for a Significant Event should be discussed and agreed with a service manager.

Examples of such events may include (not exhaustive list):

A child or young person who has gone missing and is assessed as at risk of serious harm (this will always include looked after children but not exclusive to this cohort of children). Also refer to the Missing From Home Protocol
Loss/release of data critical to/of the Trust's reputation (Including FOI requests & investigative journalism)
Serious incidents on residential trips and visits involving Children & Young People
Sudden and unexplained death of an employee at work
Bomb threats and other extremist behaviour
Serious offences involving arrests of young people
Matters likely to attract local or national media interest
Any child or young person known to the service with a life threatening illness
Children assessed as exceptionally high risk
Death of adults known to Bradford Children and Families Trust – suspicious or domestic homicide
Attacks from family pets

### **Notification Form Completion**

The form is not intended to be a full report. It alerts the relevant managers to an incident and provides the information needed to form an initial opinion on what, if any, action is required by the relevant service and a fuller report will be requested at a later date if it is required.

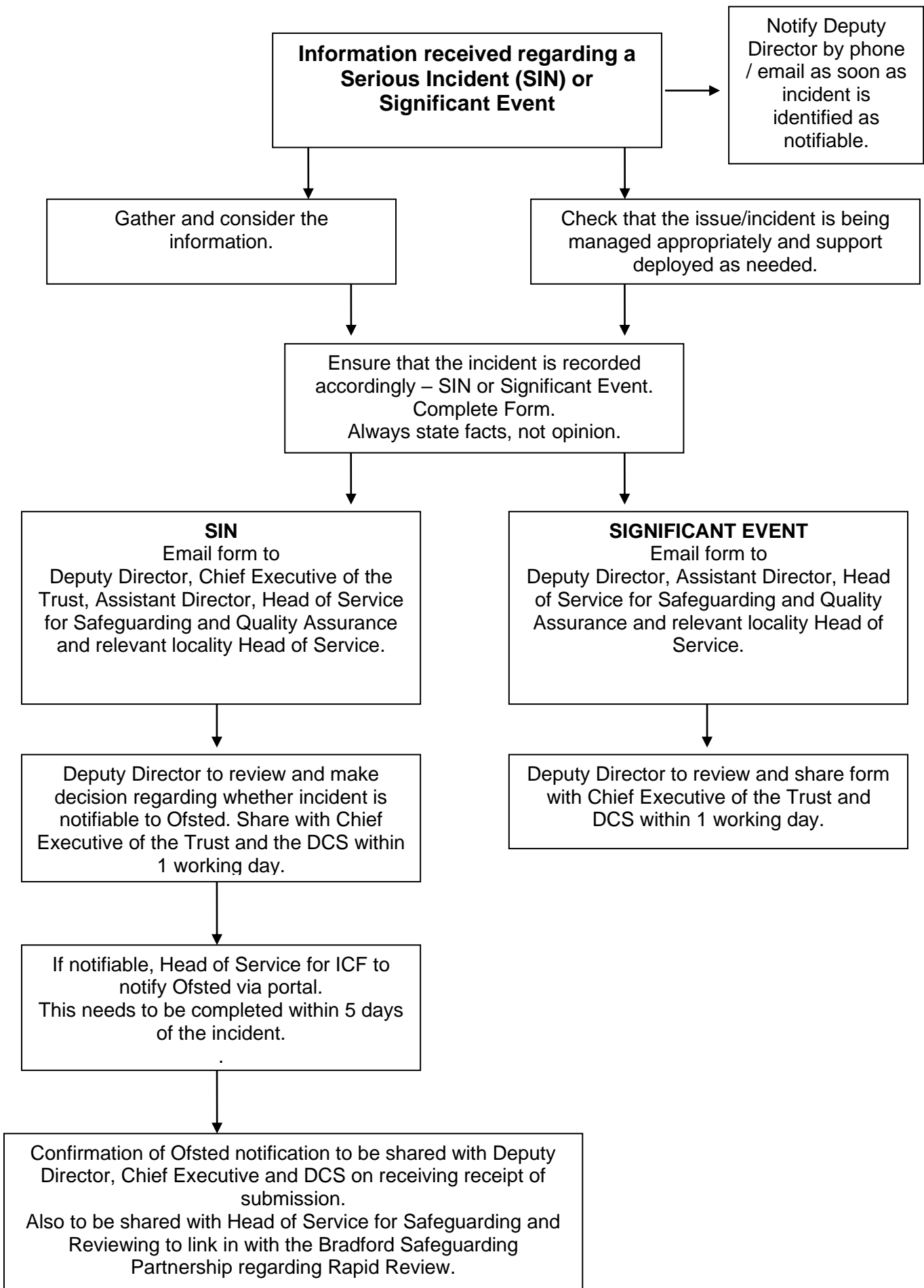
The form needs to set out clearly the procedures followed and the actions undertaken.

### **Recording of SIN or Significant Event**

The manager will ensure records of the incident, any resulting management emails or instructions, and subsequent developments are on the child's electronic record.

Completed notifications will be stored by Safeguarding and Reviewing Unit. These will be reviewed annually for themes and any impact for training and development.

## Flowchart for reporting Serious Incidents or Significant Event



### Form for Serious Incidents or Significant Events

<b>Type of Notification (Please tick)</b>				
<b>Serious Incident Notification</b> Potentially a situation that Ofsted will need to be aware of.				
<b>Significant Event</b> A situation that senior managers need to be aware of.				
Date Notification being completed		Name and role of person completing the form		
Team Name and Location		Telephone Number		
Name of Team Manager		Name of Worker		
<b>Details of Incident / Event</b>				
Name of adult / child		Date of Birth		
LCS if appropriate		Address		
Legal Status if appropriate		Date of incident		
Name of IRO if appropriate		Name of School / College		
<b>Details of significant others</b>				
Name	Date of Birth	Relationship to adult / child	Address	LCS Number where appropriate
<b>Summary of the situation</b>				
<ul style="list-style-type: none"> <li>• How is the child known to the Trust and how long for?</li> <li>• What is the incident / event that we need to know about? When did it happen?</li> <li>• Do we know what has triggered the incident / event?</li> <li>• Is there any relevant background information / history that we need to be aware of?</li> <li>• Have we followed all procedures in terms of the incident / event? For example, missing from home protocol, CP medical etc.</li> <li>• Is there any current involvement with partner agencies and if so why?</li> </ul>				

**Initial Assessment of severity of situation**

- What does this mean for the child, family and any identified adults?
- Is there anything we have to consider in terms of organisational reputation?

**What are we doing next and important dates****Any implications for, or potential impact on other parts of the service / Trust / authority?****Use the following section if you have any updates to add further to submitting the form**

Date form originally submitted

Date update being provided

**Head of Service Oversight**

Date received

Comments

**Any identified actions required****Where a child is placed in an Ofsted regulated setting (i.e. Children's Home) has a Reg 40 notification been completed?**

NB: Children's homes have a duty to notify Ofsted about serious incidents that may occur within the setting. The regulation that governs this in the Children's Homes Regulations is Regulation 40.

Name

Date completed

<b>Deputy Director Review</b>			
<b>Date received</b>			
Has the child died or been seriously harmed?			
Was abuse or neglect known or suspected?			
Has the child had a life-changing injury, long-term impairment resulting from an injury, or an injury that is clearly life-threatening?			
If sexual abuse, neglect or emotional abuse was the extent significant? Was it persistent/repetitive? Is there a likelihood of long-term psychological harm?			
Was the death/serious harm caused by or directly related to actions or omissions of an adult with caring responsibilities for the child?			
Was the adult in a position of power or control in relation to the child? Do the actions or omissions of any adult in relation to this child meet the definitions of either child sexual exploitation CSE or criminal exploitation?			
In instances of extra-familial or child-on-child violence without any evidence or suspicion of exploitation or of coercion by adults, were there any safeguarding concerns associated with the case?			
Was there any evidence of institutional abuse or neglect or was harm specifically targeted towards one or more children in the institution?			
<b>Comments and any identified actions required</b>			
<b>Is this a notifiable incident to Ofsted?</b>			
<b>Name</b>		<b>Date completed</b>	

<b>For Safeguarding and Reviewing Unit use only</b>			
<b>Date received</b>		<b>Date information added to spread sheet</b>	
<b>Date shared with Safeguarding Partnership when a notifiable incident</b>			

<b>For Intelligent Client Function Unit use only</b>			
<b>Date received</b>		<b>Comments</b>	