

Children's Services Serious Incident Notification Template

Need to Know – Informing the Leader of the Council, Cabinet Members for Children's Services and for Education, Chief Executive, Director of Children's Services and Deputy Directors about serious issues and incidents concerning the safety, welfare and education of children and young people. The Chair of the People Overview and Scrutiny Committee, the Chair of the LSCB and members of Corporate Leadership Team will be notified on a case by case basis where there is such a need. Where a notification is made and there is potential media interest, an internal briefing note will be prepared by our head of communications and all Members will be made aware of the incident.

This template is to be used to provide sufficient and necessary information to senior managers so that they and where appropriate, senior Councillors, are briefed about important issues. It will also enable the Council to be well placed when they need to be, to respond to enquiries from other Councillors, the press or partner agencies. Please read the guidance when completing.

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

Type of alert	New	<input type="checkbox"/>	Update	<input type="checkbox"/>		
Date of Notification:						
Notification Category (see list on Appendix I – insert letter and brief title)						
Does this internal notification meet the criteria for formal notification to Ofsted and the LSCB? If 'unsure' the Deputy Director for children's social care will discuss with Director of Children's services.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	UNSURE	<input type="checkbox"/>

a) Information relating to the child:				
Full name including other names used by the child/family:				
DOB:				
Ethnicity:				
LiquidLogic ID:				
Nursery/School/College/Elective Home Education/Not in Education, Employment or Training:				
	Please Tick Box			
Does the child have a physical or learning disability:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Address:				
b) Legal status				
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	(i) s.31	<input type="checkbox"/>	(ii) s.20	<input type="checkbox"/>
Is the child looked after by another local authority:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, which local authority:				
Is the young person a care leaver or previously looked after by LBB:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the child, the subject of a Child Protection Plan supervised by LBB:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If Yes, under which category/ies:				
Is the child, the subject of a Child Protection Plan supervised by another local authority:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, to which local authority:				
Is the case open to Children's Services:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Children's Social Care	<input type="checkbox"/>			
Thriving Families	<input type="checkbox"/>			
Disabled Children's Service	<input type="checkbox"/>			
Youth Offending Team	<input type="checkbox"/>			
Early Intervention Team	<input type="checkbox"/>			
Inclusion	<input type="checkbox"/>			

Team Manager:		Contact number:	
Allocated practitioner:		Contact number:	
If more than one Deputy Director is involved, which Deputy Director has taken responsibility for the notification:			

c) Key Issues	
What are we worried about?	
Which recommendations require a decision?	

d) Actions	
What action are being taken to deal with the issues (including timescales) and by whom:	

e) Date when an update is expected:			
Deputy Director:		Date:	

f) Director's clearance and any further action:	
DCS to forward:-	Date of notification by DCS to senior colleagues or N/A where decision taken not to notify
<ul style="list-style-type: none"> • all notifications to Leader of the Council, Cabinet Members for Children's Services and Education, CE, DDs Children's Services, Communications Team, Sarah Morgan). 	
<ul style="list-style-type: none"> • notifications on a case by case basis to the Chair of the People Overview and Scrutiny Committee, Chair of the LSCB and Corporate Leadership Team 	
<ul style="list-style-type: none"> • notifications where there is potential media interest to all Members – Head of communications to circulate internal lines to all members, copied to Corporate Leadership Team 	

END