

Significant Event Protocol – Out of Hours Service

What is a significant event?

On receipt of information regarding a death or serious injury of child/young person, it is important to consider:

- Is the death or serious injury suspicious?
- Is the child/young person known to social care or Early Help Services?
- Are they under 18 years?
- Does the child have siblings attending school?

On answering yes to the above, staff should then consider who needs to be informed within the Local Authority, how and when. This protocol sets out the expectations.

Suspicious Death/Serious Injury

Contact with Service Director

When a death or serious injury of a child/young person is being treated as suspicious or the circumstances are not known pending a post mortem, the Service Director, should be informed between the hours of midnight and 6.00 unless,

- The child/young person is a child in care or a care leaver. In this case, the Service Director has parental responsibility and should be contacted as soon as is practically possible (whatever the time).

Agreement will be reached on further communication as follows:

- Service Director will inform Director of Children's Services and Lead Member.

Please note – if authorisation for action is required, such as access to records, the Service Director will be contacted immediately.

Contact with District Manager

- The District Manager where the child resides or who holds case responsibility will also need to be informed. During the week the on call worker needs to make contact at 7.30 am before the District Managers starts work, at weekends before 9.00 am at weekends, unless the case is likely to attract media coverage. In this case you should agree with the Service Director when to contact the District Manager.

All telephone contact must be followed up by an email to the following senior managers:

Social Care

- Strategic Director – Ian Johnson
- Service Director – Mel Meggs
- Assistant Director for Universal and Targeted Services – Jane Brooks
- Deputy Assistant Director – Alex Howlett
- Head of Child Protection – Sara Bartlett
- Head of Children in Care Provision – Mary Wilton (if the child/young person is a child in care)
- Service Manager for Children’s Out of Hours Team – Nicki Sherry
- District Managers for Disabled Children’s Provision – Diana McKenna and Bev Milway (if child/young person has a disability)

Education

If a child is attending school, consider the age of the child and email:

Assistant Director for Schools and Learning – Kathryn Boulton

- Deputy Assistant Director – Secondary Schools – Russ Barr
- Deputy Assistant Director – Primary Schools – Saranjit Shetra
- Deputy Assistant Director – Special Schools – Mark Emly
- Principal Educational Psychologist – Deborah Page
- Child Protection Manager for Schools – Debbie Peacock

Communications/Press Office (where there is likely to be media interest)

- Catriona Cummings
- Alison Jesney

Non-Suspicious Death

In the event of a non-suspicious death you should email the following:

- Strategic Director – Ian Johnson
- Service Director – Mel Meggs
- District Manager – of where the child resides or holds case responsibility
- Service Manager for Children’s Out of Hours Team – Nicki Sherry
- District Managers for Disabled Children’s Provision – Diana McKenna and Bev Milway (if child/young person has a disability)
- Assistant Director for Schools and Learning – Kathryn Boulton
- Deputy Assistant Director – Secondary Schools – Russ Barr
- Deputy Assistant Director – Primary Schools – Saranjit Shetra
- Deputy Assistant Director – Special Schools – Mark Emly
- Principal Educational Psychologist – Deborah Page
- Child Protection Manager for Schools – Debbie Peacock

Significant Event

The above protocol must be followed if a significant event has occurred. This could be a serious assault brought about by bullying, a serious attempt to take one’s own life which has resulted in hospitalisation. (A discussion with the manager on call will determine if the above should be actioned in these circumstances).