

Contagion Response Group Checklist

Named contacts	<input type="checkbox"/> Identify named public health person who will convene the contagion response. <input type="checkbox"/> Identify names from each key organisation who would be contacted when a contagion response is to be convened.
Prior to First Meeting	<input type="checkbox"/> Make contact with School and signpost to helpful resources (public health) <input type="checkbox"/> Make contact with other local schools and signpost to helpful resources (as appropriate) <input type="checkbox"/> Set date and time, convenient with school, for the first contagion response meeting <input type="checkbox"/> Ask relevant agencies to prepare a list of vulnerable individuals coordinated by public health in conjunction with the school, police and other relevant agencies <input type="checkbox"/> Notify agencies of meeting and circulate terms of reference and Circles of Vulnerability via email <input type="checkbox"/> Gain consent from parents/guardian to discuss vulnerable children
The First Meeting	<input type="checkbox"/> Agree terms of reference <input type="checkbox"/> Information governance and confidentiality <input type="checkbox"/> Explain purpose and aims of the response and group <input type="checkbox"/> Circles of Vulnerability mapping <input type="checkbox"/> Identification of other potential vulnerable individuals <input type="checkbox"/> Agree on frequency of meetings <input type="checkbox"/> Date, time and location of next meeting <input type="checkbox"/> Minutes, circles of vulnerability and vulnerable individual's list to be sent out to via email and details of young people to be discussed at group earliest opportunity for follow up. <input type="checkbox"/> Identify agency communication leads to engage with media <input type="checkbox"/> Joint agency involvement from both SSLP and CDOP processes

<p>Throughout the Response</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ongoing mapping of vulnerable groups and individuals and follow up of actions <input type="checkbox"/> Maintain communications and media links <input type="checkbox"/> Social media vigilance <input type="checkbox"/> Ensure that additional support is in place for date of funeral if necessary <input type="checkbox"/> Effective communication and data sharing between agencies
<p>Stepping Down Process</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Group is confident that the risk of contagion has reduced <input type="checkbox"/> Agreement from Group that recommendation should be made to step down <input type="checkbox"/> Chair to provide recommendation to Safeguarding on stepping down to LSCB <input type="checkbox"/> Ensure that Group can be reconvened if necessary <input type="checkbox"/> Agree on date for learning and reflection debrief session
<p>Learning and Reflection</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Reflection and comments on what went well <input type="checkbox"/> Reflection and comments on what could be improved <input type="checkbox"/> Learning to be fed into local action plan to be delivered by group. <input type="checkbox"/> Update the contagion response protocol accordingly <input type="checkbox"/> Sharing of lessons learnt